DOCUMENT RESUME

ED 082 671 HE 004 700

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TITLE	Education Data Elements Dictionary, Second Edition.
INSTITUTION	Institute for Services to Education, Washington, D.C.
SPONS AGENCY	Bureau of Higher Education (DHEW/OE), Washington, D.C. Div. of Coll. Support.
REPORT NO	NIH-51-2018
PUB DATE	Sep 73
NOTE	181p.
EDRS PRICE	MF-$0.65 HC-$6.58
DESCRIPTORS	College Faculty; Colleges; College Students; *Data Collection; *Dictionaries; Educational Facilities; Educational Finance; *Higher Education; *Information Needs; Management Information Systems; Universities; *Vocabulary
IDENTIFIERS	EDED; Education Data Elements Dictionary; MIS

ABSTRACT

The Education Data Elements Dictionary (EDED) is divided into six main subject categories and related higher educational data elements are defined and described under each area and sequenced alphabetically. In instances where compound phraseology is appropriate, the key word has been utilized to determine its placing in the alphabetical sequence. The six main subject categories are: institutional data elements, faculty/staff data elements, student data elements, physical facilities, financial, and general education. Within each main subject category simple phrases and compound phrases are defined. In instances where a particular phrase carries one definition which has several parts, those parts are delineated and/or defined with cross-references. (Author)

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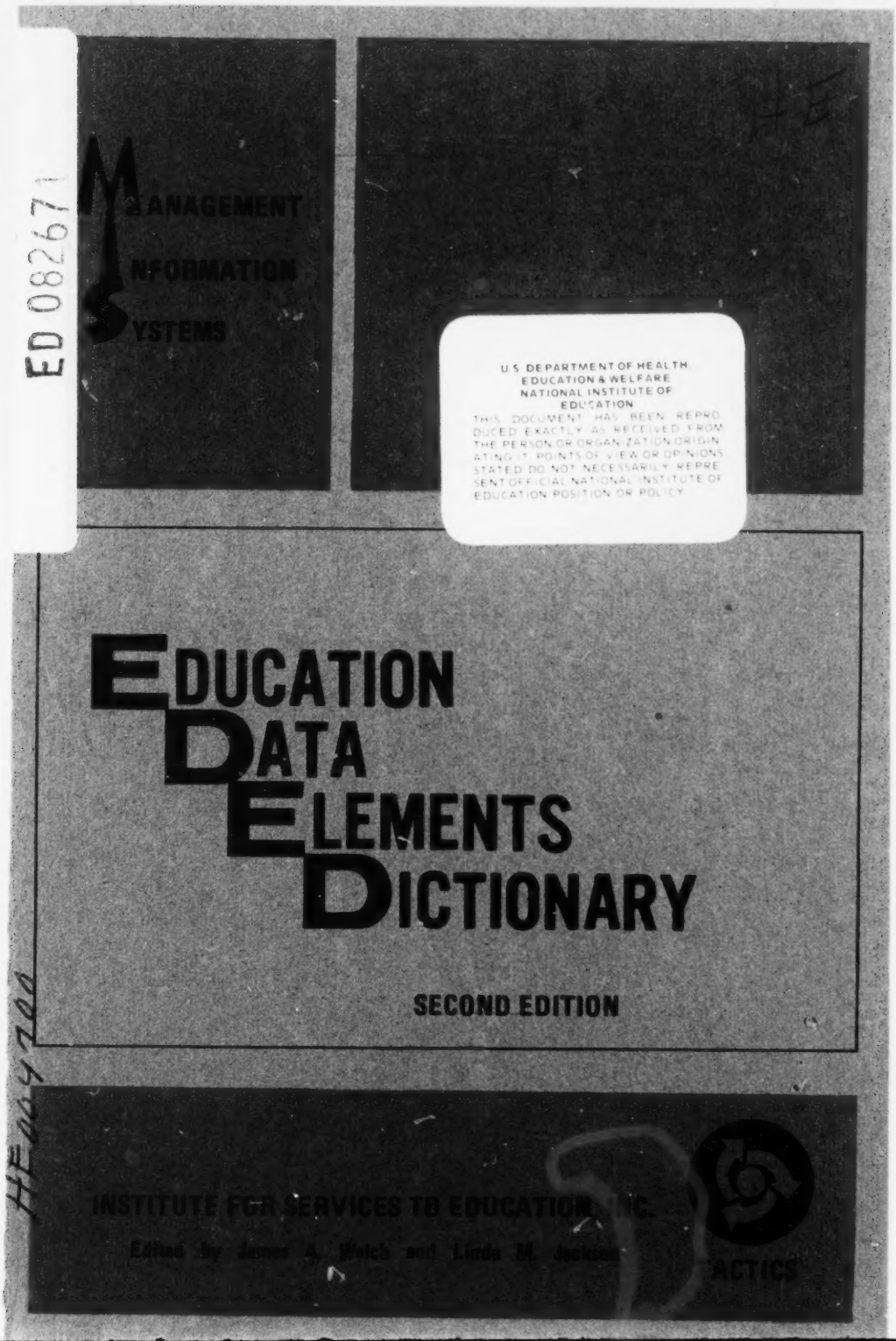
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EDUCATION
DATA
ELEMENTS
DICTIONARY
SECOND EDITION
INSTITUTE FOR SERVICES TO EDUCATION, INC.
Edited by James A. Walch and Linda M. Jackson
TACTICS

ED 082671

EDUCATION DATA ELEMENTS DICTIONARY

September 1973

INSTITUTE FOR SERVICES TO EDUCATION, INC.

2001 S Street, N.W., Washington, D.C.

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HISTORY OF THE EDUCATION DATA ELEMENTS DICTIONARY (EDED)

The Management Information Systems (MIS) Directorate of the Institute for Services to Education, Inc. has as one of its TACTICS (Technical Assistance Consortium to Improve College Services) assignments the delivery of statistical reports to the 113 participating TACTICS colleges and universities. These statistical reports illustrate both current and historical educational trends and indexes on these 113 institutions utilizing quantitative data collected from them. One of the first road blocks MIS encountered in its initial effort in carrying out this assignment was the absence of any standardized set of educational terminology; that is, terminology which could be utilized in defining words and phrases associated with the field of higher education.

MIS's first attempt toward a partial solution to the problem of standardizing sets of higher education terminology is represented by its first publication of the Education Data Elements Dictionary (EDED) in June of 1972. Though the intention of this *initial* publication generally was to facilitate communication between TACTICS college faculty and administrators, MIS learned through communication with non-TACTICS institutions that the EDED was just as valuable to them. This second edition of the EDED, therefore, has been expanded considerably to encompass descriptions and definitions of higher educational data elements utilized by both the Federal, State, and Local agencies in surveying post-secondary educational institutions. It should prove valuable not only to the TACTICS institutions to which it is initially directed but to all institutions of higher education.

SCOPE AND FORMAT

The scope and format of this edition have been preserved pretty much as in the previous edition. That is, the dictionary is divided into six main subject categories and related education elements are defined and described under each area and sequenced alphabetically. In instances where compound phraseology is appropriate, the key word has been utilized to determine its placing in the alphabetical sequence (i.e., Highest Level of Offering—the key word is "Highest"). The six main subject categories are:

Institutional Data Elements
Faculty/Staff Data Elements
Student Data Elements
Physical Facilities
Financial
General Education

Within each main subject category simple phrases (e.g., Address) and compound phrases (e.g., Credit Hours Taught) are defined. In instances where a particular phrase carries one definition which has several parts, those parts are delineated and/or defined with cross-references.

Example: *Instruction Type*–The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment. (See also: Section III., "Medium of Instruction," p. 35)

Lecture–Formal presentation of a prepared discourse. Primarily, one-way communication.

Laboratory–Instructor prepares and supervises the execution of investigations by the class.

Recitation/Discussion–Two-way communication of the contents of course materials.

Seminar–Students carry the major preparation responsibility for the class.

Independent Study–Student or students work independently of the instructor but under his direction.

Programmed Instruction–Contents of the course presented to the student through programmed materials, television, or other similar forms of presentation.

Other–For methods of instruction not covered by the above categories.

The scope of the EDED, as was indicated in the previous "History" section, has been broadened considerably. The first edition carried definitions and description of some two hundred twenty-eight (228) education data elements. This edition defines three times the number of elements as the previous edition.

Appendix A interprets all abbreviations utilized throughout the dictionary and the Reference section provides a list of the publications utilized in researching and developing the dictionary.

The index collects in a single alphabetical sequence all the data elements described and defined in the six main categories. Where a data element is listed in two or more categories it is indicated in multiple page numbers.

The general over-all plan of the previous EDED proved valuable to its users. This editor, therefore, maintained essentially the same format and plan as the previous edition and added a new category entitled General Education.

This category carries definitions of data elements which could not accurately be subsumed under the five previous categories but nonetheless are part of the on-going vocabulary of educators generally. Comments on the previous edition surfaced questions which this category should prove most valuable in answering (e.g., "Public Service Program").

The final consideration for the development of this edition had to do with the expansion of content and preservation of the format without increasing too much the size of the volume. The editors, therefore, decided to reduce the overall size of this edition to 6 x 9 rather than the previous 8½ x 11, thereby making the volume more compact. Consistent with the reduction in size, the format of a page was extended to a full page print rather than the double column page, thus preserving legibility.

EDITORIAL AND RESEARCH STAFF

The editing, checking, researching, proofreading, and related operations for the development of the dictionary have been carried out by several persons. It would be ungracious not to mention at least the principal architects of this edition. The reviewing and writing of the initial defintions were performed by Dr. Emery Bacon from the staff of the University Associates, Incorporated and Ms. Linda Jackson of the Management Information System Division (MIS) of the Institute for Services to Education, Inc. (ISE); cross-referencing and proofreading by Ms. Jackson of ISE and the Director of MIS/ISE; appendixes, references, and indexing were completed through the combined efforts of the personnel previously mentioned, together with Ms. Judy Bailey of the MIS/ISE staff.

The print selection, eletrotyping, together with additional proofreading have been done by Planning Research Corporation, whose publication staff have yet again given their hearty cooperation and assistance in the development of this edition.

The Education Data Elements Dictionary represents the collaborative efforts of the permanent Institute for Services to Education's MIS staff, with the assistance of others previously mentioned. It is the product of an organization with a background of providing a wide range of services to the field of education. We offer it to the educator with the conviction that it will serve him well.

James A. Welch
Director MIS/ISE

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*Funding for this project was made available through the College Support Division (Title III), Office of Education, Department of Health, Education and Welfare; the materials are, therefore, in the public domain in accordance with U.S.O.E. contract NIH #51-2018, 1973-74.

I. Institutional Data Elements

ACADEMIC DEPARTMENT

Those organizational units of an institution of higher education which implement the instruction, research and public service programs of that institution. Vocational-technical units are included also. The term is used in the broad sense of any academic organizational unit and is used to distinguish these organizational units from administrative departments.

ACCREDITATION

Voluntary self-evaluation by an institution of higher education, and appraisal by a group of its peers through nationally recognized accrediting agencies and associations.

Regional
Accreditation by one of the six regional associations applies to the entire institution. (In some cases, a regional association will accredit a 4-year institution as a junior college, thus not accrediting the entire institution.)

Professional
Various specialized or professional schools and programs are accredited by professional associations. The accreditation applies only to the specific program. Regional and professional accreditation overlap.

(See: Section I., "Pre-Accreditation Status," p. 4)

ADMINISTRATIVE DEPARTMENT

Those organizational units of an institution of higher education which provide student services and institutional support services to the academic departments or to those individuals being served by academic departments. The organizational units which house the academic support, student service, and institutional support programs of an institution. Nonacademic departments.

ADMISSION REQUIREMENTS

Minimum requirements for admission to institution and/or any of the defined programs.

ADDRESS

Street and number, city, state and zip code.

AUXILIARY ENTERPRISES

Programs or entities which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may incidentally be served in some auxiliary enterprises. Examples are: residence halls, food services, and student stores.

(See: Section V., "Auxiliary Enterprises," p. 81)

CONTROL OR AFFILIATION

Public	*Private*
Federal	Independent, nonprofit
State	Organized as profitmaking
Local	Affiliated with religious group
State and local	(See: Appendix C for list of religious groups.)
State-related	

DATE INSTITUTION WAS ESTABLISHED

The month and year that the institution was founded.

DATE POST-SECONDARY OR COLLEGE WORK FIRST OFFERED

The month and year that post-secondary classes started.

DEPARTMENT

The basic organizational unit of a college or university. Includes both the academic and administrative organizational units.

EVENING COLLEGE

Separately organized program offering courses creditable toward associate, bachelor's, or graduate degrees.

EXTENSION AND PUBLIC SERVICES

A program of educational and other activities designed primarily to serve the general public as contrasted with enrolled students. Examples are correspondence courses, adult study courses, public lectures, radio and TV courses, institutes, workshops, demonstrations, package libraries, radio and television stations, state-wide surveys, agriculture and home economics extension programs. (Distinguished from auxiliary enterprises by the clientele served.)

FICE CODE

Every institution of higher education has a Federal Interagency Committee on Education (FICE) code, maintained by the Office of Education (OE) and reported in the annual *Education Directory—Higher Education.* This is an unstructured number that is unique for each institution and normally is not changed for the life of the institution. (FICE codes for all institutions of higher education are also available on the OE Survey Control File (SCF) which is the Directory in computer tape form and may be obtained from the Office of Education.

HIGHEST LEVEL OF OFFERING

The following categories are used in the *Education Directory-Higher Education* to designate institutions of higher education by highest level of offering.

Two but less than 4 years
Refers to at least 2 but less than 4 years beyond 12th grade; includes junior colleges, community colleges, technical institutes, and normal schools offering at least a 2-year program of college-level studies, either leading to an associate degree or wholly or principally creditable toward a baccalaureate degree.

Four- or 5-year baccalaureate
Includes those institutions offering programs of studies leading to the customary bachelor of arts or bachelor of science degree, requiring at least 4 but less than 6 years.

First-professional degree
Includes those institutions that offer the academic requirements for selected professions based on programs that require at least 2 academic years of previous college work for entrance and a total of at least 6 years of college work for completion; e.g., medicine (M.D.), law (LL.B., J.D.), theology (B.D.), dentistry (D.D.S.), veterinary medicine (D.V.M.).

Master's
Includes those institutions offering the customary first graduate degree, master of arts or master of science degree in the liberal arts and sciences, or the next degree in the same field after the first-professional degree; e.g., Master of Science in Surgery (M.S. in Surgery), Master of Law (LL.M.), and Master of Science in Dentistry (M.S.D.)

Beyond Master's but less than doctorate
Includes those institutions offering "postgraduate predoctoral degrees"; e.g., Civil Engineer, Electrical Engineer, Specialist in Education.

Doctorate
Includes those institutions offering the Ph.D. or its equivalent in any field; e.g., Doctor of Education, Doctor of Juridical Science, Doctor of Public Health.

Undergraduate non-degree-granting
Includes those institutions offering at least 4 years of undergraduate work but not conferring a bachelor's degree. Such institutions may give diplomas, certificates of completion, or similar awards.

Graduate non-degree-granting
Includes institutions offering work beyond the bachelor's level but not conferring degrees. In some instances, the degrees are conferred by cooperating institutions.

Postdoctoral research only
Includes institutions operating solely for the purpose of research at the postdoctoral level (post-Ph.D. or equivalent).

MAJOR SERVICE PROGRAM(S)

Program(s) undertaken primarily as community or public services, not essential in meeting the educational objectives of the institution; e.g., Federally Funded Research and Development Centers, Hospitals which serve the community or State, etc.

NAME OF INSTITUTION

Full title of institution. For purposes of data exchange by mechanized record use the 25-character limit name appearing in the OE *Education Directory—Higher Education.*

ORGANIZATIONAL UNIT

The basic component of the organizational structure of a college or university. Usually referred to as a department but including both academic units (English Dept., Physics Dept., etc.) and administrative units (Office of the President, Registrar, Physical Plant, etc.)

PRE-ACCREDITATION STATUS

Preliminary stages to full accreditation

Correspondent
Institution not yet in full operation; evidences qualities likely to lead to accreditation.

Recognized Candidate for Accreditation
Institution in full operation, proceeding satisfactorily on the way to meeting criteria for accreditation.

Pre-Accreditation, Professional
Varying terminology and criteria are used by the professional associations.

(See: Section I., "Accreditation" p. 1)

PREDOMINANT CALENDAR SYSTEM

Includes semester, quarter, trimester, other.

PROGRAM

A set of activities which, operating collectively, achieves a well-defined objective, or set of objectives, of the institution within a stated time period.

SEX OF STUDENT BODY

Male, Female, Coeducational.

SUMMER SESSION

A period between the end of the second, or spring, semester and before the beginning of the next first, or fall, semester (or, less commonly, after the spring, and before the fall, quarters or trimesters) during which special adaptations of the regular program, or special programs, are offered. Also, the administrative or budgetary entity which manages and supports such programs.

TYPE OF PROGRAM

The designations of the types of program are taken from the *Education Directory—Higher Education.*

Terminal-occupational below the bachelor's
Programs of at least 1 but less than 4 years beyond high school, designed to provide students with knowledge and skills necessary for immediate employment but for which credits are not ordinarily acceptable toward baccalaureate degree programs.

Two-year principally bachelor's creditable
First 2 years of college work; i.e., the equivalent of the freshman and sophomore years or the lower division of a bachelor's degree program. Such a program may be general or preprofessional; it may serve as the first 2 basic years of a bachelor's degree in a liberal arts program, in a teacher preparatory program, or in a professional program.

Liberal arts and general
Four- or 5-year baccalaureate or postbaccalaureate degree programs in the liberal arts and sciences. It may also include preprofessional programs (such as pre-law, pre-library,science, pre-social work, and pre-medicine.)

Teacher preparatory programs
Programs to prepare elementary and secondary school teachers. Must be of at least 4 years' duration.

Professional programs
Not first-professional programs exclusively, but a unique, single-purpose use of the term to encompass separate programs of at least 4 years beyond high school, outside liberal arts and general, and organized around a professionally oriented academic discipline. Included are 4- or 5-year degree programs in agriculture, business administration, engineering, etc., as well as those programs leading to the 6-year-or-more first-professional degrees.

(See: Section I., "Highest Level of Offering," p. 3)

II. Faculty/Staff Data Elements

ADDRESS, BUSINESS (CAMPUS)

Address of on-campus office or other campus location where staff member's university mail is received. Include:
- P.O. Box or Name of Department
- Name of Institution
- Number and Street
- City
- State
- Zip Code
- Business Phone: Area Code/Telephone Number

ADDRESS, PERMANENT

Address of legal residence, whether domestic or foreign. Include:
- House or apartment number
- Street
- City
- State
- Zip Code
- Country, if foreign
- Area Code/Telephone Number

ADDRESS, PRESENT (LOCAL)

Address of local residence while employed by given college or university. Include:
- House or apartment number
- Street
- City
- State
- Zip Code
- Area Code/Telephone Number

ADMINISTRATIVE

An occupational activity category consisting of assignments with the primary duty of planning, organizing, and managing the institution or a major subdivision or service of the institution.

ADMINISTRATIVE TITLES

Titles typically associated with assignments in the administrative occupational activity category. (Beginning with the Higher Educational General Information

Survey (HEGIS) for 1973-74, the titles used in that survey are identical to those used in the administrative salary survey of the College and University Personnel Association.)

APPOINTMENT, EFFECTIVE DATE

Date appointment officially begins. Include month, day, year.

APPOINTMENT, EXPIRATION DATE

Date appointment officially ends. Include month, day, year.

APPOINTMENT, LENGTH

The period for which appointment or contract is applicable in months, years, or number of school terms.

(See: Section II., "Tenure Status," p. 20)

APPOINTMENT, TITLE

Title of position to which appointed at institution.

APPOINTMENT, TYPE

Status of appointment:
- Regular
- Temporary
- Visiting
- Acting

ASSIGNMENT

A set of related activities which the employee is expected to perform in an occupational category. The employee may devote all or only part of his time to a particular assignment. An employee may be given more than one assignment.

BIRTH DATE

Include month, day, year. (00/00/00)

BIRTH PLACE

Include city and state or country of birth.

CITIZENSHIP OR RESIDENCE STATUS

Designate:

U.S. Citizen
- Natural born
- Naturalized

Foreign
- Specify country
- Specify visa status (e.g., visitor, student, permanent resident, etc.)

COMPENSATION

Includes salary (See: Section II., "Salary," p. 18), plus countable fringe benefits (See: Section II., "Fringe Benefits," p.11), for a specified period of time, usually the fiscal year.

CONTRIBUTED SERVICES

In institutions conducted by religious orders, societies, or similar groups, the estimated monetary value of the services of members of the organization who receive no monetary compensation. Also, in all institutions, any persons who receive compensation from sources other than the institution, such as military personnel who are paid by the Department of Defense to teach Reserve Officers' Training Corps (ROTC) courses.

COURSE ASSIGNMENT(S)

List the course (teaching) assignments for each faculty member, include:
- School term and year
- Department
- Course subject
- Course title
- Course number
- Section number
- Number of credit hours

CREDIT HOURS TAUGHT

Total credit hours of all courses taught by a faculty member for any particular term.

DEPENDENT

One who is dependent upon the named for at least half of his support. Specify dependent's relationship; e.g., child, spouse, parent, etc.

EMERGENCY CONTACT

The person who should be contacted in case of an emergency, include:
- Name
- Address
- Telephone (business and home)
- Relationship

EMPLOYEE, CONTRACT TERM

Indicates the contract term by months; e.g., 9-month, 10-month, or 12-month contract.

(See also: Section II., "Salary," p. 18)

EMPLOYEE, NEW

Identifies an employee hired within the current academic year.

EMPLOYEE, OLD

Identifies an employee who has been employed with the institution for more than one academic year, or a returning employee who had at one time been employed by the institution, but not during the previous year.

EMPLOYMENT, MAJOR FIELD

Indicates the major subject area(s) of employment. (See: Section III., "Academic Disciplines," p. 21)

EMPLOYMENT, PREVIOUS

Information on past job appointments. Include:
- Job title and/or rank
- Name of employer
- Address of employer
- Beginning and ending dates of employment
- Ending salary

ENGAGED IN RESEARCH

The state of participating in investigative and scholarly activities which are intended to produce new knowledge and which are recognized by the institution in the form of funding or released time or other work load reduction.

EXPERIENCE, NUMBER OF YEARS

Total number of years of experience for which given credit by employing institution.

EXTENSION AND PUBLIC SERVICE STAFF

Indicates personnel engaged in agricultural extension, engineering, homemaking, other extension or cultural activities. Should also include faculty offering degree or non-degree credit instruction in extension, adult or continuing education in classroom or by correspondence, radio, or commercial television.

FACULTY

That portion or segment of the instructional or research staff bearing titles of Professor, Associate Professor, Assistant Professor, Instructor, or any modified form of such titles, as, Adjunct Professor, Research Associate Professor, Visiting Assistant Professor, etc. Members of the teaching staff bearing titles such as Lecturer, Fellow, Teaching Fellow, Graduate Assistant, or members of the research staff bearing titles such as Research Associate, Scientist, Research Director, Analyst, etc., while considered members of the professional staff, or in some institutions denominated as "academic," are not faculty. The term is declining in utilization in systems of management and analysis for lack of precision, or is used interchangeably with "Instructional Staff."

FACULTY CONTACT HOUR(S) (FCH)

One hour spent by one instructional staff member in contact with a scheduled section.

FACULTY–TOTAL

Sum of current instructional staff, conventionally disaggregated by various characteristics, as follows:
- Sex
- Rank
- Racial/Ethnic Background
- Highest Earned Degree

Distinguished from tabulations of faculty positions even if positions are tabulated by characteristics of incumbent.

FRINGE BENEFITS

For purposes of computing compensation rate or total to an employee, without regard for the financial record, which will differ, include only those where the institution makes a definitive payment of a specified amount on

behalf of, and for the benefit of all individual employees of a definable group, such as a faculty, nonprofessional staff, etc.

Federal Old Age Survivors and Disability Insurance (FICA)
The Federal act providing for employee/employer social security contributions to trust funds with subsequent monthly cash benefits paid to retired worker, and benefits for hospital care or death.

Retirement Programs
Those which become vested in the employee in 5 years or less.

Medical and Hospital Insurance (Basic and Major)
Insurance coverage for hospital rooms and services; surgical plans providing for a licensed surgeon; and basic and major medical plans providing for medical expenses, which the institution pays in whole or in part.

Group Life Insurance
Life insurance with all or part of the cost paid by the institution.

Disability Income Protection
Provisions for long-term disability income payments through institutional self-insurance or commercial policy with the institution contributing all or part of the cost.

Workmen's Compensation
Legal benefits to workers, or their survivors, who sustain personal injury in the performance of duty for their employers.

Unemployment Compensation
Legal payments in lieu of wages to workers who are laid off and unable to find compatible employment.

Housing Allowances or Housing
Only if an equivalent cash benefit is available to all members of the definable group who prefer to live in housing other than that provided by the institution.

Tuition for Employee's Children
For tuition of children of an employee group only if the institution arranges for cash assistance for all children of that group, regardless of the institution they attend. (The cost to the institution is computed as the maximum available cash allowance per student times the number of eligible children attending.)

(Benefits in kind are recorded as a compensation cost to the institution, but not as part of the compensation rate or total to an employee unless there is a cash option when benefits are not received. Sabbatical plans are similarly usually not included in compensation rates.)

FULL-TIME EQUIVALENT STAFF (FTE)

The equivalent of one person who is deemed to be carrying a full load or having a full-time appointment in institutionally agreed upon convention for converting numbers of specific employees to an equivalent number of full-time persons.

Computed on the basis of appointment fraction. For the special purpose of computing FTE instructional staff actually engaged in teaching, compute as follows:

$$\text{Total full-time instructional staff} + \frac{\text{Total load of part-time instructional staff}}{\text{Normal load of one full-time instruction staff member}}$$

FULL-TIME INSTRUCTIONAL STAFF

Any full-time employee of the institution who devotes more than one half of his time to the teaching of students enrolled at the institution and/or other directly related activities such as curriculum planning, department chairmanship, etc.

GRADUATE ASSISTANT (TEACHING)

An individual who is considered by the institution to be a graduate student and in addition is assigned to perform particular instructional activities. Includes the categories of Teaching Assistant and Associate where used.

HEAD-COUNT FACULTY

Any individual considered by the institution to be a faculty member without regard to the work load being carried includes both full-time and part-time faculty members.

HIGHEST ACADEMIC DEGREE OR DIPLOMA

In the record of each student, faculty member, other professional, and all other staff where appropriate and useful, an entry of the earned educational attainment, selected from one of the following:

- No academic credential
- High school diploma or GED

- Trade or craft certificate
- Professional certificate
- Associate degree
- Bachelor's Degree
- Master's Degree
- First Professional Degree
- Second or Third Professional Degree
- Doctorate

IDENTIFICATION NUMBER (I.D. NO.)

A number, based on a pre-determined system, used to properly identify each person in the institution. The university may wish to attach a university number in order that its personnel can be identified even when grouped with persons from other institutions.

INSTRUCTIONAL ACTIVITIES

Includes:
- Academic committee participation
- Classroom instruction
- Development of instructional materials
- Graduate thesis supervision
- Laboratory instruction
- Seminars
- Student conferences

INSTRUCTIONAL STAFF

All persons, whatever their title or status, engaged in teaching students. Includes faculty and other instructional staff. (See also: Section II., "Faculty," p. 11)

INSTRUCTIONAL STAFF POSITION

A budgeted position intended to be occupied by a member of the instructional staff; described in terms of percent of full-time derived from this budget, rank, and budgeted salary. For purposes of analyzing personnel policies and administration, instructional staff positions are disaggregated in terms of the various characteristics of the incumbents. To analyze personnel turnover, positions may be tabulated on basis of factors related to incumbency:

Continuing
The position is occupied by the employee who occupied it during the previous fiscal year.

New
The position is occupied by an employee who was not employed in that position during the previous fiscal period. (If the institution's planning process justifies the need, this "New" category may be further divided into those positions occupied by employees new to the institution and employees previously occupying other positions elsewhere in the institution.)

Resigned
The position was occupied in the previous fiscal period by an employee who voluntarily terminated his employment.

Vacant
The position is not presently occupied because of institutional action or policy; e.g., it is newly-established, the previous incumbent resigned more than 1 year ago, the previous employee left at the conclusion of his contract, etc.

The "Continuing" and "New" categories may be further disaggregated on the basis of the potential employment duration of the incumbent, in terms of the institution's commitment, as follows:
- Indefinite Tenure
- Term of Years (more than one)
- One Year Appointment
- Appointment for Term of Budget

INSTRUCTIONAL STAFFING POLICY

The institutional policy stating the instructional load considered (on the average) to be a full-time load of an instructional staff member. Instructional staffing policies are most commonly expressed in terms of Student Credit Hours per Full-Time Equivalent instructional staff member or Weekly Faculty Contact Hours per Full-Time Equivalent instructional staff member. Within an institution, instructional staffing policies may vary by department (discipline) course level, or type of instruction.

LICENSES, CERTIFICATES, AND REGISTRATIONS

Specific credentials entitling the employee to engage, legally, in the practice of a profession (Medical License, Bar Membership, C.P.A., R.N., etc.)

MARITAL STATUS

Specify:
- Single—those never married, divorced, or widowed
- Married—those married and living with or separated from spouse

MILITARY STATUS

Designate current military status:
- Active Duty
- Discharged
- Non-veteran (indicate selective service number and status)
- Reserve or National Guard
- Retired

NAME

A person's legal name, include: last name, first name, middle initial, maiden name.

NONACADEMIC PROFESSIONALS

Employees working in nonacademic departments, who are engaged in activities which require specialized and advanced training.

NONINSTRUCTIONAL ACTIVITIES

Includes:
- Administration
- Coaching
- Consulting
- Faculty committees
- Organized research
- Public Service activities
- Student counseling
- Student organization advising

NONPROFESSIONAL STAFF

Employees occupying positions that conventionally do not require as much as a baccalaureate degree (unrelated to the educational attainment of the incumbent).

OCCUPATIONAL ACTIVITY CATEGORIES

Seven broad occupational activity categories are described and defined in the *Manual for Manpower Accounting in Higher Education*, as follows:
- Executive–Administrative–Managerial
- Instructional
- Professional
- Technical
- Office
- Crafts and Trades
- Service

PARAPROFESSIONAL STAFF

Personnel who lack the usual educational requirements, but who, due to some special experience, skill, or need, hold positions and perform functions generally held by professionals only.

PART-TIME INSTRUCTIONAL STAFF

Any member of the instructional staff who is less than a full-time employee of the institution, or a full-time employee of the institution who devotes some, but less than one half of his time to the teaching of students enrolled at the institution and/or other directly related activities such as curriculum planning, department chairmanship, etc.

PERSONNEL INVENTORY

A tabulation of all personnel at the institution. Personnel may be categorized by the Fair Labor Standards Act, or by the Occupational Activity and Program Function Categories of the *Manual for Manpower Accounting in Higher Education.*

PREVIOUS EMPLOYMENT, TYPE

The type of employee's previous employment just prior to appointment at this institution. First disaggregated by professional and nonprofessional, the types are:
- Government
- Industry
- University
- Student
- Self-Employed
- Military

(See also: Section III., "Occupation," p. 36)

PROFESSIONAL AFFILIATIONS

A listing of those professional organizations and educational and/or honor societies to which a staff member belongs.

PROFESSIONAL STAFF

Employees occupying positions that conventionally require at least a baccalaureate degree. (Unrelated to the educational attainment of the incumbent.)

PROGRAM FUNCTION CATEGORIES

Seven program function categories for staff are defined and coded in *The Manual for Manpower Accounting in Higher Education.*

- Instruction
- Organized Research
- Public Service
- Academic Support
- Student
- Institutional Support
- Independent Operations

PUBLICATIONS

A listing of a staff member's publications which have received recognition via distribution of the institution.

Includes:

- Books
- Major magazine and journal articles
- Papers presented

RESIDENT INSTRUCTION

Identifies faculty members engaged in resident classroom and laboratory instruction as opposed to those engaged in extension or public service work.

SALARY

The monetary reimbursement to an employee for services not including the value of fringe benefits. Distinguish between the salary paid or actual dollars received. Salary rates are stated in terms of a fixed period; e.g., per month, per year, etc., and are always stated for full-time employment. For professional staff, this period is usually for 1 fiscal year, with changes in rate occurring at the start of the fiscal year or other budget period. For faculty and other instructional staff, the period may be for 1 academic year, or 9 months. For the American Association of University Professors (AAUP) reporting, all faculty salaries are reported as 9-month rates, with rates for 11 or 12 months converted to a 9-month basis by applying a conversion factor of 9/11 or by an official factor used in a *publicly announced formula.* For HEGIS reporting, faculty salaries are reported in two groups, those employed on an academic year base and described by HEGIS as 9-10 months appointees and those employed for the fiscal year, described by HEGIS as 11-12 month appointees.

SERVICE PERSONNEL

An occupational activity category with no necessary relation to the program and organizational unit the employee is assigned. (See: Section II., "Occupational Activity Categories," p. 16).

SEX

Specify male or female.

SOCIAL SECURITY NUMBER

Often used as an I.D. (000-00-0000)

STAFF IN ACADEMIC DEPARTMENTS

All employees assigned to academic departments. For purposes of the Higher Education Facilities Planning and Management Manuals, the term academic departments is used to denote all organizational units of an institution of higher education which house the Instruction, Research, and Public Service programs of the institution. The term is used in the broadest sense and is used to distinguish such organizational units from administrative departments (i.e., those organizational units which provide support service to the academic departments, students, or to the institution as a whole.)

STAFF, JUNIOR

Professionals who assist the senior staff member. Graduate students who offer support to the senior staff in organized research, may be so classified, for example.

STAFF, RESIDENT INSTRUCTIONAL AND DEPARTMENTAL

Faculty engaged in resident classroom and laboratory instruction.

STAFF, RESIDENT RESEARCH

Faculty engaged either in resident organized research or research which is an integral part of the instructional program.

STAFF, SENIOR

Includes persons having major responsibility in schools, colleges, departments, or in conducting organized research, such as:
- Professors
- Associate Professors
- Assistant Professors
- Instructors
- Lecturers
- Visiting Professors
- Adjunct Professors
- Interim Professors

The term "senior staff" may be used for institutional management, but it has limited utility for analysis or information exchange.

TEACHING LOAD

The traditional measure of teaching load is the number of credit hours taught, with an institutionally agreed upon convention for converting instructional activities which have no credit hour value into credit hour equivalents (See: Section II., "Instructional Activities," p. 14) e.g., contact laboratory hours may be given credit hour equivalents on the basis of 1 credit hour equivalent per 1 and one-half clock hours.

TENURE STATUS

The institutional code for the potential employment duration of an employee, in terms of the institution's commitment
- Idefinite tenure
- Term of years (more than one)
- One year
- Appointment for term of budget

WEEKLY FACULTY CONTACT HOURS

The number of hours spent by instructional staff members in contact with scheduled Sections in one week. (Usually but not necessarily equal to Weekly Contact Hours.)

III. Student Data Elements

ACADEMIC DISCIPLINES, DEPARTMENTS, ETC.

For the categorization of the fields of student majors, fields of the faculty, degree majors, the student registrations per department, student credit hours, degrees granted, etc., the data should be categorized on the basis of the HEGIS *Taxonomy of Instructional Programs in Higher Education* (also known simply as the HEGIS Disciplines) for the greatest possible consistency and comparability. (See Appendix B, for total list.)

ACCEPTED, NUMBER

The aggregate of different individuals who, having made application, have met the institution's standards and criteria for students at the institution. The total number of prospective students accepted is conventionally disaggregated on the same bases as the number applied. (See: "Applied Number," p. 23)

ADDRESS, BILLING

Address of person to whom university billings should be mailed, usually parent, guardian, or spouse; sometimes employer. Includes:
- Name of person to whom bill is addressed, if different from student
- House or apartment number
- Street
- City
- State
- Zip code
- Country, if foreign
- Area code/telephone number

ADDRESS, PERMANENT (LEGAL)

Address of legal residence, whether domestic or foreign. Include:
- House or apartment number
- Street
- City
- State
- Zip code
- Country, if foreign
- Area code/telephone number

ADDRESS, PRESENT (LOCAL)

Address of local residence while in attendance at the university or college. For off-campus residence, include:
- House or apartment number

– Street
– City
– Zip code
– Area code/telephone number

For on-campus residence include:
– Dormitory or apartment name and number, if applicable
– Street, if applicable
– Mail box number
– Name of institution
– City
– State
– Zip code
– Area code/telephone number

ADMISSION ACTION

Describes the action taken on the student's application for admission. Specify:
– Admitted
– Denied
– No Action (Pending)
– Re-directed

ADMISSION ACTION, DATE

Indicates the date and term for which the student was admitted to the institution. Include:
– Month
– Day
– Year
– Term (based on standards of the institution)

ADMISSION STATUS

Indicates the most recent admission status of the student to the current institution. Specify student status.

First-time student
One who is entering an institution of higher education for the first time.

Transfer student
One who has previously attended another college or university, and is transferring from that institution to current institution.

Special student
One who is not working toward a degree or certificate at current institution.

Re-admit
Student who was previously enrolled in current institution, but due to absence from the institution for one or more terms, was required to reapply for admission.

First-time post-baccalaureate
One who already has one or more degrees, but is entering this institution at the graduate or professional level for the first time.

APPLICATION

The formal procedure by which a prospective student seeks evaluation and approval by the institution to enroll as a student in a subsequent term or attendance period.

APPLIED, NUMBER

The aggregate of different individuals who have made applications for enrollment. An institution's total number applied is conventionally disaggregated by entering level (first time, transfer, etc.) sex, racial/ethnic background, or other characteristic of the prospective students, and by categories of programs or organized instructional units.

ATTENDANCE STATUS

Full-time and part-time only; sub-divisions of part-time are not meaningful. Attendance status is a common and conventional basis for the disaggregation of various student totals.

BIRTH DATE

Include month, day, year. (00/00/00)

BIRTH PLACE

Include city and state or country of birth.

BOOKS AND SUPPLIES COSTS

Generally, this is not a cost charged to the student by the institution, but is a cost derived from the necessity for texts, reference books, biology kits, slide rules, notebooks, paper, pencils, etc., in order to learn effectively in a course. These data are normally acquired by survey and are recorded for analytic purposes, usually on a "per year" basis because many of the items purchased are utilized for more than a semester, quarter or term.

CAREER CHOICE

The career for which student intends to prepare.

CITIZENSHIP OR RESIDENCE STATUS

(See: Section II., "Citizenship or Residence Status," p. 9)

CIVIL RIGHTS
RACIAL/ETHNIC CATEGORIES

For the various Federal and State civil rights compliance and action programs the following racial/ethnic categories of students and staff are required:

- Oriental
- American Indian
- Negro or Black
- Spanish-Surnamed American
- All other (include Caucasian)

A superior categorization for institutional purposes, and which will collapse into the above, racial categories are as follow.

Asian American
Persons who identify themselves ethnically as being of Chinese, Japanese, Korean, Taiwanese, Hawaiian, Samoan or Filipino descent.

Black American
Persons who identify themselves ethnically as being of Black or Afro-American descent.

American Indian
Persons who identify themselves ethnically as being of native American Indian descent, including Canadian and Alaskan natives.

Chicano or Mexican American
Persons who identify themselves on basis of surname or ethnic background as being of Chicano or Mexican-American descent.

Spanish-Surnamed American
Persons who identify themselves on the basis of surname or ethnic background as being of Puerto Rican, Cuban, and other Spanish descent.

All Other American Ethnic Minorities
Persons who identify themselves ethnically with a minority group other than those listed above.

White Americans
Persons who identify themselves ethnically as being of European or other Caucasian descent.

Foreign
Persons who carry F or J visas. Distinguished from American citizens or residents of similar ethnic descent.

Refused to Indicate
Persons who decline to respond.

COLLEGE PREVIOUSLY ATTENDED

Specify:
- Name (See: Section I., "Name of Institution," p. 4)
- Address
- FICE Code (See: Section I., "FICE Code," p. 3)

COLLEGE PREVIOUSLY ATTENDED, TYPE

Indicates the level of college previously attended by highest level of offering. (See: Section I., "Highest Level of Offering," p. 3)

COMMUTER STUDENT

A student whose permanent address and local address are the same, and they are outside the campus periphery or environs.

CONTRACT BOARD STUDENTS

Students who, by contract, agree to pay a specified charge for the provision of a certain number of meals during a specified period of time (usually a quarter or semester).

COURSE

An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter, semester or term) and for which credit toward the earning of a degree, or other evidence of completion, is usually given. (See also: Section III., "Section," p. 39)

COURSE CHARACTERISTICS

Description of a course which indicates the instructional techniques, the course credit hours, and the space and time requirements for the course.

COURSE CREDIT HOURS

The amount of credit offered for a course. The numerical credit value awarded for completion of a course, usually described in semester, quarter, term, or other units of credit toward a degree or certificate.

COURSE CREDIT HOURS ATTRIBUTABLE TO "OTHER" INSTRUCTION

The amount of credit offered for those activities required for the completion of a course which do not occur as formally scheduled classroom or class laboratory activities. For example, credit attributable to such things as independent study, thesis work, field trips, etc.

COURSE ENROLLMENT

One student enrolled in one course or one section of a course. One student may often account for multiple course enrollments. Also referred to as a course registration.

COURSE IDENTIFIER

Unique institutional number or other code that serves to identify a course. This is a stuctured number that includes identification of the department or other unit offering the course, the code for the HEGIS Subject Field, and program to which the course contributes, as follows:

- General academic instruction
- Occupational and vocational instruction
- Extension (for credit) instruction
- Community education
- Supplementary education

COURSE LEVEL

The level of student (See: Section III., "Student Level," p. 41) at which a course is primarily, but not exclusively, directed. If there is no descriptor, level may be determined by level of predominant students enrolled in course.

COURSE WORK, CURRENT

A listing of complete course information for each course in which a student is currently enrolled. Includes:
- Course number
- Section number
- Course title
- Name of instructor

- Term in which enrolled
- Year in which enrolled
- Number of credits
- School, department, or division in which course is offered
- Meeting day and hours
- Room number and building
- Laboratory hours (meeting time)
- Laboratory instructor

COURSE WORK, PREVIOUS

A listing of complete course information for all courses completed by student. Includes:
- Course number
- Section number
- Course title
- Name of instructor
- Date completed (month, year)
- Credits
- Final grade

CREDIT HOURS EQUIVALENTS, NUMBER

For courses for which no credit is offered, a figure to indicate the number of credits it would carry if it were offered for credit. This is usually estimated on the basis of clock hours.

CREDIT HOURS, NUMBER

The amount of credit offered for a course; i.e., the numerical credit value awarded for successful completion of a course, usually described in terms of semester, quarter, or term hours.

CREDIT QUALITY POINTS EARNED, CURRENT TERM

Number of quality points acquired for credits completed for most recent school term. (See also: Section III., "Quality Points," p. 38)

CREDITS ACCEPTED, PREVIOUS COLLEGE

The number of college credits accepted by current institution from college previously attended.

CREDITS ACCEPTED FOR QUALITY POINTS, PREVIOUS COLLEGE

The total number of quality points acquired from those credits accepted from previous institution.

CREDITS ATTEMPTED FOR QUALITY POINTS, CURRENT INSTITUTION

The total number of credits attempted at current institution for which quality points are granted.

CREDITS EARNED, CURRENT TERM

The number of credits completed for most recent school term.

CUMULATIVE CREDITS

Sum of all credits earned, including those transferred from other institutions.

CUMULATIVE CREDITS, CURRENT INSTITUTION

Sum of all credits earned at current institution only.

CUMULATIVE QUALITY POINTS

Sum of all quality points earned, including those accepted from previous institution.

CUMULATIVE QUALITY POINTS, CURRENT INSTITUTION

Sum of all quality points earned for all credits completed at current institution only.

DATES OF ATTENDANCE

Indicates when a student entered and when he left the institution (whether via graduation, transfer, suspension, or voluntary withdrawal.)

DEGREE CONFERRED

Indicate type of degree awarded to student:
- Associate—A.A., A.S., etc.
- Bachelor's—B.A., B.S., etc.
- Master's—M.A., M.S., M.Ed., etc.

– Doctorate–Ph.D., E.E.D., etc.
– First Professional–
  Chiropody or Podiatry–D.S.C. or Pod.D.
  Dentistry–D.D.S. or D.M.D.
  Medicine–M.D.
  Optometry–O.D.
  Osteopathy–O.D.
  Veterinary Medicine–D.V.M.
  Law–L.L.B. or J.D.
  Theology–B.D., Rabbi, etc.
– Other–degree, diploma, certificate, etc.

DEGREE, MAJOR FIELD

(See: Section III., "Academic Disciplines," p. 21)

DEGREE, PREVIOUS HIGHEST

(See: Section II., "Highest Academic Degree or Diploma," p. 13)

DEGREE PROGRAM

The mix of instructional offerings in various disciplines which comprise the curriculum for a specific academic degree.

DEGREE SOUGHT

The type of degree student is seeking. (See: Section II., "Highest Academic Degree or Diploma," p. 13)

DEPARTMENT ENTERING

Name of the department in which student is/will be registering/enrolling.

DEPENDENT

One who is dependent upon the named student for at least half of his support. Specify dependent's relationship; e.g., child, spouse, parent, etc.

EMERGENCY CONTACT

The person who should be contacted in case of an emergency. Include:
– Name
– Address
– Telephone number (business and home)
– Relationship

ENROLLMENT

An aggregate of the different individuals formally participating as recipients in an educational program during a given term or school year. The totals will include all who have registered, usually signified by the payment of fees. Enrollment totals do not include graduate students not currently registered while working on a thesis; they do not exclude students who withdraw during the term or year. An institution's total enrollment is conventionally disaggregated by the student level, sex, attendance status, racial/ethnic background, or other characteristics of the students. (See also: Section III., "Registration," p. 38)

ENTRANCE TEST SCORE(S)

Scores from tests required for or taken before entrance to the institution; such as Scholastic Aptitute Test (SAT)-math and verbal; American College Testing Exam (ACT)—math, verbal, and foreign language; Testing of English as a Foreign Language (TOEFL)-foreign students, etc. Indicate:
- Name of test
- Form or section of test
- Test score

EXTENSION STUDENTS

Traditionally, are students taking face-to-face instruction in centers or places away from the main or branch campuses. It may also include on-campus instruction offered by an extension division. The definition is circular in that extension centers differ from branch campuses in that the students enrolled there are not counted as resident students. The distinction between resident and extension students is no longer maintained by many institutions. Its major remaining use is to distinguish courses and programs requiring varying "mixes" of resource input. It was abandoned in HEGIS for fall 1973. (See also: Section III., "Resident Students," p. 39)

FAMILY RELATIONSHIP TO INSTITUTION

Identifies members of the student's family who are related to the institution in one or more of the following ways: a) alumni; b) on the faculty or staff; c) currently enrolled in the institution as a student. Specify:
- Father (name & relationship to inst.)
- Mother (name & relationship to inst.)
- Brother (name & relationship to inst.)
- Sister (name & relationship to inst.)
- Other relative, such as cousin, aunt, uncle

FEE RESIDENCY STATUS

In-State Student
A student whose permanent residence is in the state of the institution he is attending. At a state institution, this status determines the tuition and fees he is assessed.

Out-State Student
A student who migrates from the state of his legal residence to enroll in an institution of higher education in another state. At publicly supported institutions this student generally pays a higher rate of tuition and fees than does the in-state student.

FIRST-TIME STUDENT

A first-time student may be in any one of three categories: undergraduate (freshman), first professional, and graduate. A student is first-time only once in each category, during the first semester, quarter, or other term that he is enrolled as a student in that category.

Undergraduate (Freshman)
Has never previously enrolled in an institution of higher education (although he may enroll for the first time with some advanced standing credit from military service, equivalency examinations, etc.)

First-Professional
Has never previously enrolled in the particular first-professional program that he is now starting (although he may previously have been enrolled in other first-professional or graduate programs.)

Graduate
Has never previously enrolled at the graduate post-baccalaureate level in any program in any institution of higher education (although he may previously have been enrolled in a first-professional program).

FULL-TIME EQUIVALENT (FTE)

The full-time equivalent total number of students is the sum of the full-time students plus the sum of the fractions of full-time represented by all of the part-time students. If the tuition and fee charges are precise reflections of the fraction of full-time load of study by the student, the FTE of the part-time students should be consistent (e.g., when the fees are $X per credit hour); or the FTE may be calculated in terms of each part-time student's credit hour load as a fraction of the full-time load (this is the preferred and most accurate method); or, provided that the institution does not have a peculiar pattern of part-time enrollment, it may use the HEGIS Adjusted Head Count Method which consists of counting each part-time student as one-third FTE. (N.B.

Full-time students are counted as only one FTE; there is no student who is more than full-time or one FTE.)

FULL-TIME STUDENT

A student who is registered for a number of courses or credits equal to at least 75% of a normal student load. The normal load for a student is the number of credit hours required for graduation or completion of his program, divided by the number of terms normally required for graduation or completion. As applied to graduate students a full-time student is one whose academic load—in terms of course work or other required activity—is at least 75% of that normally recommended for such students. Time spent by teaching or other activity is performed as a requirement for a degree. Employment which is not a part of the prescribed activity for an advanced degree should not be counted as part of the time spent on graduate work. In any event, any student paying less than full-time tuition and fees cannot be counted as a full-time student.

GRADE POINT AVERAGE (GPA)

An honor point ratio calculated from the number of credits earned and the quality points assigned to grades received in college courses. A college where grading system is based on a 4-point scale, would probably assign quality points as follows:

Sample Grading Scale

A	=	4.00
B	=	3.00
C+	=	2.50
C	=	2.00
C-	=	1.50
D	=	1.00
F	=	None

Sample Quality Points Earned

English	A = 4.00	x 3 credits	=	12.00	Q.Pts.
Math	B = 3.00	x 3 credits	=	9.00	Q.Pts.
History	C = 2.00	x 3 credits	=	6.00	Q.Pts.
Biology	B = 3.00	x 5 credits	=	15.00	Q.Pts.
	Total Quality Points			42.00	

Therefore, student's grade point average equals 42.00 Q.Pts./14 credits = 3.00 average. For institutions whose grading system is not based on a 4.00 scale, the G.P.A. may be converted as follows:

$$\text{GPA} = \frac{4.00 \times \text{GPA of student based on institution's standards}}{\text{Highest possible GPA for institution}}$$

GRADE POINT AVERAGE, CUMULATIVE

Student's GPA based on all courses completed. Includes transfer points as well.

GRADE POINT AVERAGE, CURRENT

Student's GPA based only on those courses completed during the most recent school term.

GRADE POINT AVERAGE, PREVIOUS COLLEGE

The GPA earned by a transfer student at his former college.

GRADUATING STUDENT, FUTURE PLANS

Indicates the plans of a graduating student, whether they include employment or continuing education. Specify the type of employment in which student plans to engage or the college or university he plans to attend.

HEAD-COUNT STUDENT

Any individual considered by the institution to be a student without regard to the course load being carried. Includes both full-time and part-time students.

HEGIS SUBJECT FIELD

Standardized discipline specialty codes as described in *A Taxonomy of Instructional Programs in Higher Education* (Huff, Chandler, 1970). (See also: Section III., "Academic Disciplines. .," p. 21 and Appendix B.)

HIGH SCHOOL, CLASS SIZE

Total number of students in graduating class.

HIGH SCHOOL, DATE OF GRADUATION

Gives the month and year in which student graduated or will graduate from high school. If he does not have a high school diploma, give the date on which the GED was issued.

HIGH SCHOOL, GRADUATING

The full name and address of the high school from which student graduated. The institution may wish to code the high school according to the codes

prepared by the American College Testing Examination (ACT) and College Entrance Examination Board (CEEB) for high schools within the U.S.

HIGH SCHOOL, GPA

Student's grade point average (GPA) calculated on 4 years of high school course work, with 4.00 being the highest value.

HIGH SCHOOL, RANK

The position of a particular student with respect to his total graduating class; usually determined by GPA.

IDENTIFICATION NUMBER (I.D.)

A number used to identify each individual student in attendance at the institution. Social Security numbers are often used as I.D. numbers.

INSTRUCTION TYPE

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment. (See also: Section III., "Medium of Instruction," p. 35)

Lecture
Formal presentation of a prepared discourse. Primarily, one-way communication.

Laboratory
Instructor prepares and supervises the execution of investigations by the class.

Recitation/Discussion
Two-way communication of the contents of course materials.

Seminar
Students carry the major preparation responsibility for the class.

Independent Study
Student or students work independently of the instructor but under his direction.

Programmed Instruction
Contents of the course presented to the student through programmed materials, television, or other similar forms of presentation.

Other
For methods of instruction not covered by the above categories.

MAJOR

The degree program in which the student is enrolled. The student's primary field of emphasis.

MAJOR DEGREE FIELD

A discipline division or discipline specialty in which a degree is offered. (See: Section III., "Academic Disciplines . .," p. 21)

MARITAL STATUS

Specify:
- Single—those never married, divorced, or widowed
- Married—those married and living with or separated from spouse

MATRICULATION DATE

The date upon which student completes registration, thereby becoming officially enrolled in the institution. Indicate month, day, year.

MEDIUM OF INSTRUCTION

Class
A group formally organized for face-to-face instruction, which meets regularly but which has intervening time periods between meetings and which usually extends over an entire session or intersession.

Short Course
Extends over a more limited time period than a class and may begin and end at any given time.

Correspondence Course and/or Independent Study
A course of instruction involving exchange between instructor and student or an individual student program usually conducted by written communication and/or examination.

Lecture Series
An activity consisting essentially of a series of public addresses that are often based on a theme.

Closed-Circuit TV Instruction
Instruction mainly or entirely by TV with program preparation and distribution completely controlled by the institution.

Broadcast TV Instruction
Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements.

Closed-Circuit Audio-Instruction
Instruction mainly or entirely over a closed circuit audio system controlled by the institution.

Broadcast Radio Instruction
Instruction broadcast over one of the radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements.

MILITARY STATUS

Designate current military status:
- Non-veteran (indicate selective service number and status)
- Reserve or National Guard
- Discharged
- Retired
- Active Duty

Military status is of declining importance; its principal importance is in the area of veterans' benefits.

NAME OF PARENT, GUARDIAN, OR SPOUSE

Legal name of parent, guardian or spouse responsible for the student.

NAME (STUDENT)

Student's legal name. Includes: Last name, first name, middle initial, maiden name.

NON-GRADUATING STUDENT, FUTURE PLANS

Information on student who does not plan to remain at current institution through graduation. Should include:
- Reason for withdrawal
- Name of college to which transferring
- Type of employment in which he will be engaged

OCCUPATION

For the student's history before enrollment, or recording the occupation of either parent, in a manner adaptable to Equal Employment Opportunity compliance reporting, the following categories and definitions may be utilized.

Officials and Managers
Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of an organization's operations.

Professional
Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

Technicians
Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about 2 years of post high school education or through equivalent on-the-job training.

Sales Worker
Occupations engaging wholly or primarily in direct selling.

Office and Clerical
Includes all clerical-type work regardless of level of difficulty, where activities are predominantly nonmanual.

Craftsman (Skilled)
Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.

Operatives (Semi-skilled)
Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.

Laborers (Unskilled)
Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Service Worker
Workers in both protective and nonprotective service occupations.

Homemaker
One who manages a household; especially as a wife and mother.

OPENING FALL ENROLLMENT

The total number of students in the fall session as appears on the official institutional record and is reported in HEGIS.

PART-TIME STUDENT

A student who carries a course load or other institutionally-required assignment in his educational program that is less than the minimum load that

would be required to achieve a degree or other completion in the normal course, and who pays less than full-time tuition and fees.

PHYSICAL DISABILITY

Use an institutionally assigned code to identify a student's physical disability or handicap, such as blindness, deafness, etc.

QUALITY POINT(S)

Computed as follows: (The Numerical Equivalent of a Letter Grade) X (The Number of Credit Hours Attributed to the Course). Quality points are also known as honor points in some institutions.

REGISTRATION, DATE

Give the specific date of student's last registration, month, day, year.

REGISTRATION, METHOD

Indicates which period student registered: pre-registration, regular registration, or late registration. (Registration periods based on institution's standards.)

REGISTRATION, STUDENTS

As a verb, the procedure by which students are assigned to classes. In this sense, often interchangeable with enrollment; as a noun, the total number of course registrations by some aggregate such as department, program, student level, etc. In this context, one student will account for as many registrations as the number of courses in which he is enrolled.

REGISTRATION, TYPE

Indicates student's current registration status:
- First-time college student (new entrant)—one who is entering an institution of higher learning for the first time
- Transfer student
- Interinstitutional transfer student
- Special student (such as a non-degree or unclassified, student-at-large, etc.)
- Continuing student (one who was enrolled during the last regular term and who did not have to apply for readmission)
- Readmitted student
- Graduate or professional—first-time

RELIGIOUS PREFERENCE

Identifies student's preferred religious faith, such as Baptist, Methodist, Catholic, Muslim, etc. This information should be optional and not required of student.

RESIDENT STUDENT

Students who take their college work on the main campus or on a branch campus through the regular departments. The location of student living quarters and legal domicile are irrelevant to this distinction. Includes students in both day and evening session. (Section III., "Extension Student," p. 30)

ROOM AND BOARD

The total amount paid by one student to reside in institutionally-owned housing and to be served meals provided by the institution. Room and board charges conventionally relate to three records:

- Room and board charge or rate for one student for one semester, quarter or term.
- Average room and board charge per student, per semester, quarter, or term. (This will differ from above, only if there is more than a single rate, as when there is more than one type of accommodation, or males and females pay different charges for different levels of service, etc.)
- Total income to the institution derived from room and board charges. (Included in auxiliary enterprise totals.)

Where the room and board rates charged to a student depend upon his legal residence, the above records should be maintained separately for in-state and out-of-state students. (See: Section III., "Fee Residency Status," p. 31)

SECTION

A regularly scheduled meeting of a group of students enrolled in a course which represents less than the total instructional program of the course, either in that it is a duplicated meeting of less than the total number of students enrolled in the course, or in that it is concerned with a single educational procedure when the course utilizes more than one (e.g., lecture, laboratory, recitation), or both.

SEX

Specify male or female.

SOCIAL SECURITY NUMBER

Often used as I.D. number. (000-00-0000)

STUDENT AID

Also generally referred to as financial aid or student financial aid; monetary assistance to the student to permit him to pay his tuition, fees, and sometimes other expenses up to the total living cost.

Scholarship
A simple, lump-sum grant of money, which has no repayment requirement, often awarded for excellence or potential excellence of performance in the educational program of the institution with financial need often an additional criterion. Recipients of scholarships are not required to render service to the institution as a consideration of their awards, nor are they required to repay them.

Fellowship
A nontaxable gift of money which often requires performance, usually on the graduate level, or research activity in the student's field of interest to further the student's educational program. Recipients are not required to render service to the institution as a consideration of these awards (except in the case of a teaching fellowship which is employment), nor are they required to repay them.

Work-Study Program
Combines remunerative work with classroom education for the principal purpose of providing financial aid, but it may also have as a major objective the motivation to, and enrichment of, learning.

Loan
Financial assistance with some requirement of repayment; there is a factor of unreimbursed assistance in most student load programs with subsidization of administration, below-market interest, and even partial loan forgiveness under certain circumstances.

Student aid is conventionally disaggregated first on the basis of the numbers of students receiving aid which represents a dollar cost to the institution (no matter the source of such dollars), and by the annual dollar cost of each type of aid; both of these sets of data disaggregated, in turn, by the level of student plus such other data breaks (e.g. sex, racial/ethnic background) as may be meaningful for institutional planning and policy. If the various types of student aid (e.g. scholarships, work-study, loans, etc.) are aggregated separately, then the number of awards, which will vary from the number of students aided (one student may receive more than one type of aid) may be aggregated by type of award on an annual basis.

STUDENT CREDIT HOUR OF "OTHER" INSTRUCTION

A unit of measure which represents one student engaged in an informally scheduled activity for which one hour credit will be granted upon successful

completion. Examples of informally scheduled activities are independent study and thesis work.

STUDENT CREDIT HOURS (SCH)

A unit of measure which represents one student engaged in an activity for which one hour of credit toward a degree or other certificate will be granted upon successful completion. Total student credit hours for a course are calculated by multiplying the course credit hour value by the number of students enrolled in the course.

STUDENT EMPLOYMENT

The average number of hours student is employed on a weekly basis.

STUDENT FAMILY INCOME

Analysis of student aid policy and practice requires tabulation of the student's family income, distributed as follows:

$ 0 - 4 (thousand)
5 - 9
10 - 14
15 - 19
20 plus

The tabulation must distinguish between the student still under the authority of a parent or guardian who includes parental income in his response to the query, and the "liberated" student or student beyond the legal age of majority who is financially independent and includes only his personal or immediate family income in his response. There will be wide disparity in the ranges and distributions reported by these two groups.

STUDENT HOUSING

The type of housing in which student resides while in attendance at current institution. Indicate:

- Campus housing–dormitories, university apartments, fraternity or sorority houses, other institutionally-owned or operated facilities.
- Non-campus housing–private homes, apartments, etc.

STUDENT LEVEL

Lower Division

- Freshman–A student who has completed less than one-half of a 2-year, one-fourth of a 4-year, or one-fifth of a 5-year, undergraduate program which terminates in a degree or other evidence of completion; usually measured by number of credits earned as a proportion of the number of

credits required for graduation or completion. All undergraduate first-time students are freshmen; the reverse is not true.

- Sophomore—A student who has completed more than one-half but not all of a 2-year, more than one-fourth but less than one-half of a 4-year, or more than one-fifth but less than two-fifths of a 5-year, undergraduate program which terminates in a degree or other evidence of completion; usually measured by number of credits earned as a proportion of the number of credits required for graduation.

Upper Division

- Junior—A student who has completed more than one-half but less than three-fourths of a 4-year, or more than two-fifths but less than three-fifths of a 5-year, undergraduate program which terminates in a degree or other evidence of completion; usually measured by the number of credits earned as a proportion of the number of credits required for graduation.
- Senior—A student who has completed more than three-fourths but not all of a 4-year, or more than three-fifths but not all of a 5-year, undergraduate program which terminates in a degree or other evidence of completion; usually measured by the number of credits earned as a proportion of the number of credits required for graduation. (In 5-year programs, a student is considered a senior for his last 2 years. Many institutions with 5-year programs simply identify the year level of the student with ordinal numbers; first year, second year, third year, etc.)

Post-Baccalaaureate

- First Professional—A student enrolled in a professional school or program which requires at least 2 or more academic years of college work for entrance and a total of at least 6 years for a degree. Students in programs requiring only 4 or 5 years beyond high school are considered undergraduates. Students enrolled in programs leading toward a master's degree are to be considered as graduates. It is recognized that a first professional student may not have a baccalaureate degree; the post-baccalaureate descriptor applies to the level of the degree, not the level of enrollment. HEGIS asks for separate data on first professional enrollments and degrees or completions in law, medicine, dentistry, theology, osteopathy, veterinary medicine, podiatry or chiropody. (Students enrolled in a program for a second professional degree, such as an LLM or DD, are usually classified as graduate students.)

Graduate

A student who holds a baccalaureate or first professional degree, or equivalent, and is presently enrolled in a program which leads to a master's or higher degree. Often split into two categories:

- Graduate I—those enrolled for a master's degree or in the first year of a doctoral program.

– Graduate II—those enrolled in the second and succeeding years of a doctoral program.

Unclassified
A student not a candidate for any degree or other formal recognition of completion, or whose previous work cannot be, or is not yet, evaluated, either case preventing classification of the student's level.

Post-Doctoral
A student who holds a first professional or doctoral degree and who is pursuing additional studies, usually specifically organized for his field and level of previous training; which study program is often not at conventional class times or for conventional lengths of time. Usually not for credit.

STUDENT LOAD (CURRENT)

Total number of credit hours student is currently pursuing.

STUDENT MAJOR

The student's primary field of emphasis. The field of concentration may fall within a single department of instruction or may overlap several departments. (See also: Section III., "Academic Disciplines . .," p. 21)

STUDENT, NON-DEGREE CREDIT

Students in vocational and technical programs which are normally terminal and result in a certificate, diploma or similar award or students in occupational programs which prepare them for immediate employment.

TRANSFER STUDENT

A student who terminates his enrollment in one institution and subsequently enrolls in another, usually with advanced standing credit. The term is sometimes applied to students who transfer from one college to another within an institution. The total number of transfer students is conventionally disaggregated by the student level, sex, attendance status, or other characteristics of the students.

TUITION AND FEES

Tuition is the most widely used term to denote the amount of money charged and collected by an institution for the instructional services that the institution provides to its students. While tuition is often considered one of the fees, more commonly a fee is a charge, other than tuition, for specific items or services such as application for admission, registration, matriculation, laboratory courses, activities, etc., not covered by, but often collected with, tuition.

Tuition and fees for a particular program refer to *required* payments. Tuition and fees conventionally relate to three records:

- Tuition and fee charge or rate to one student in a program for one semester, quarter, or term.
- Average tuition and fee paid, per student (or FTE student) in one or more programs per semester, quarter, or term.
- Total income to the institution derived from tuition and fees.

Where the rates of tuition and fees charged to a student depend upon his legal residence, the above records should be maintained separately for in-state and out-of-state students. (See also: Section III., "Fee Residency Status," p. 31 and Section V., "Tuition and Fees," p. 100.

TYPE OF STUDENT

- Resident (See: Section III., "Resident Student," p. 39)
- Extension (See: Section III., "Extension Student," p. 30)

WEEKLY CONTACT HOURS

The total number of hours per week per student a course is scheduled to meet. Since this term refers only to scheduled meetings, no Weekly Contact Hour values are attached to such unscheduled activities as independent study and thesis work.

WEEKLY CONTACT HOURS OF CLASSROOM INSTRUCTION

With regard to a single course, the number of hours per week per student this course is scheduled to meet in classroom facilities (lecture rooms, recitation discussion rooms, seminar rooms).

WEEKLY CONTACT HOURS OF LABORATORY INSTRUCTION

With regard to a single course, the number of hours per week per student the course is scheduled to meet in laboratory facilities.

WEEKLY STUDENT HOUR (WSH)

A unit of measures which represents 1 hour of instruction given to one student in 1 week.

IV. Physical Facilities Data Elements

This section deals exclusively with physical plant in all of its dimensions. Therefore, except in a few instances the word "facilities" is not used in order to escape redundancy. Where "facilities" is used in the section and index it is used for clarity only.

Note: The numbers in parentheses (XXX) after room descriptors are the codes used in the *Higher Education Facilities Inventory and Classification Manual.* A sequential listing of these codes may be found in Appendix D.

ALTERATION OR CONVERSION AREA (060)

Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

ANIMAL QUARTERS (570)

A room that houses laboratory animals maintained for the institution for research and/or instruction purposes. This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, non-class laboratories, special class laboratories, or individual study laboratories. Does not include areas for treatment of patient animals.

ANIMAL QUARTERS SERVICE (575)

A room that directly serves an animal care facility as an extension of the activities of that facility. The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms. Does not include areas that directly serve areas used for the treatment of patient animals.

APARTMENT (950)

A complete living unit that is not a separate structure. This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

APARTMENT SERVICE (955)

A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility. This category includes laundry

rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

ARMORY (510)

A room or area used by Reserve Officer Training Corps (ROTC) units. This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms. Classrooms, class laboratories, and offices in an armory are designated as such, even though they are located in an armory building.

ARMORY SERVICE (515)

A room that directly serves an armory facility as an extension of the activities of that facility. This category includes supply rooms, weapons rooms, coat rooms, etc. Classroom service rooms, class laboratory service rooms, and office service rooms are so classified even though they are located in an armory building.

ASSEMBLY (610)

A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities. This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and livestock judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent. Assembly facilities that are used primarily for instructional purposes are classified as classrooms.

ASSEMBLY SERVICE (615)

A room that directly serves an assembly facility as an extension of the activities of that facility. This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc. Lobbies are nonassignable space classified as circulation area.

ASSIGNABLE AREA

The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces defined as custodial, circulation, mechanical, and structural areas). All assignable areas should be computed by measuring from the outside finishes of surfaces which form the boundaries of the designated areas. Does not include *unusable* areas having less than 6'6" clear head room. Included are space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage

rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, garages), which can be put to useful purposes in accomplishment of the institution's mission. Deductions should be made for columns and projections necessary to the building.

ASSIGNABLE SQUARE FEET

For a single room, the sum of all areas located between the principal surface of the walls and partitions at or near floor level. Space occupied by alcoves, closets, and built-in shelves opening into and serving the room ordinarily should be included. Areas of columns, door-swings, and impaired headroom, and space occupied by heating devices should be ignored. If, however, any of these structural features constitutes a large loss of usable space, the area should be deducted from the square feet measurement of the room.

ATHLETIC FACILITIES SPECTATOR SEATING (523)

The seating area used by students, staff, or the public to watch athletic events. Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria. This category does not include temporary or movable seating areas. Stadium seating by definition is structural area.

ATHLETIC/PHYSICAL EDUCATION (520)

A room (or area) used by students, staff, or the public for athletic/physical education activities. Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and field-houses. No distinction by room use category is made on the basis of gymnasiums, swimming pools, etc.

ATHLETIC/PHYSICAL EDUCATION SERVICE (525)

A room that directly serves an athletic/physical education facility as an extension of the activities of that facility. Included in this category are rooms generally referred to as physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc. This category does not include public toilet rooms.

AUDIO/VISUAL, RADIO, TV (530)

A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials. This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and

similar rooms. Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories if scheduled, or as special class laboratories if not scheduled.

AUDIO/VISUAL, RADIO, TV SERVICE (535)

A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility. Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms. Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service or special class laboratory service.

AVERAGE ROOM UTILIZATION RATE (AvRUR)

The average number of hours per week a group of rooms is scheduled for use.

$$\text{AvRUR} = \frac{\text{(Scheduled Weekly Room Hours)}}{\text{Number of Rooms}}$$

AvRUR includes only *scheduled* Weekly Room Hours (WRH). Other uses are included under Imputed Room Utilization Rate (IRUR). As a matter of convention, Average Room Utilization Rate is used with respect to the total number of classrooms (or class laboratories) in an institution (or for some aggregation of rooms with different Station Counts or of different types).

AVERAGE SECTION SIZE (AvSS)

The average number of students in a group of class sections. In facilities manuals, the Average Section Size is derived by dividing the total Weekly Student Hours (WSH) taught in a group of rooms by the total Weekly Room Hours (WRH).

$$\text{AvSS} = \frac{\text{(Total Weekly Student Hours)}}{\text{(Total Weekly Room Hours}}$$

$$\text{AvSS} = \frac{\text{(WSH)}}{\text{(WRH)}}$$

AVERAGE STATION OCCUPANCY RATIO (AvSOR)

The average proportion of stations used when a group of rooms is scheduled for use. As a matter of convention, Average Station Occupancy Ratio is used with respect to the total number of classrooms (or class laboratories) in an

institution (or some aggregation of rooms with different Station Counts or of different types).

$$\text{AvSOR} = \frac{\text{(Scheduled Weekly Student Hours per Station)}}{\text{(Scheduled Weekly Room Hours per Room)}}$$

AVERAGE STATION UTILIZATION RATE (AvSUR)

The average number of hours per week the total number of Stations in a group of rooms is scheduled. As a matter of convention, Average Station Utilization Rate is used with respect to the total number of classrooms (or class laboratories) in an institution (or for some aggregation of rooms with different Station Counts or of different types).

$$\text{AvSUR} = \frac{\text{(Scheduled Weekly Student Hours)}}{\text{(Number of Stations)}}$$

also

$$\text{AvSUR} = \frac{\text{(Average Room Utilization Rate)}}{\text{(Average Station Occupancy Ratio)}} \times$$

$$= \text{(AvRUR x (AvSOR)}$$

BUILDING

A roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment.

BUILDING CAPACITY

Indicates the number and area of rooms within the building with respect to the number of persons that can be accommodated. The following factors are often required when determining the amount of financial aid to be allocated by local, State, and Federal government for construction/enlargement purposes.

- Number of Rooms
- Total Room Area (Square Feet)
- Area/Student

BUILDING DATA

Descriptive characteristics of a building such as gross area, assignable area, condition, ownership, estimated replacement cost, and year of construction.

BUILDING INVENTORY

A statistical description of buildings including both building and room data.

BUILDING PROGRAMMING

The process by which that information is developed which concerns a proposed construction or renovation project and which is required as a prerequisite to the development of detailed design plans for the project. The required information normally consists of such things as detailed listings of the amounts of each type of space, basic design requirements, the functional relationships between the various program components and space units, site for the building, basic guidelines for building configuration and relationships to site utility requirements of the various space units, preliminary cost restraints, and a timetable.

CALCULATED CAPACITY OF A DINING FACILITY

The number of diners that can be accommodated in a dining facility for any particular meal. Capacity is calculated by multiplying the designed seating capacity of the facility by the number of turnovers appropriate to the meal in question. (See also: Section IV., "Turnover," p. 75)

CENTRAL FOOD STORES (750)

A central facility for the processing and storage of foods used in food facilities. This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building. Offices located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service.

CENTRAL LAUNDRY (760)

A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc. This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry. Offices located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

CLASS LABORATORY (210)

A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral

rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms *if they are used primarily for group instruction in regularly scheduled classes*. Computer processing rooms used primarily to instruct students in the use of Electronic Data Processing (EDP) equipment are classified as class laboratories in that instruction is conducted primarily in regularly scheduled classes. This category does not include laboratory rooms that serve as individual (or independent) study rooms. It does not include laboratories used for group instruction that are informally or irregularly scheduled. This category does not include rooms generally referred to as research (non-class) laboratories. It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities included under special care facilities. Computer processing facilities used jointly for instruction and/or research and/or administration are data processing/computer facilities.

CLASS LABORATORY CAPACITY

The number of Weekly Room Hours (WRH) and Weekly Student Hours (WSH) which can be accommodated in an institution's class laboratory facilities.

CLASS LABORATORY HOUR OF INSTRUCTION

One hour spent by one instructional staff member in contact with a scheduled class laboratory section. Also referred to as a class laboratory Faculty Contact Hour. (Note that facilities manuals do *not* use the traditional term "contact hour" for the measurement of *student* time; they use the term "Weekly Student Hours".)

CLASS LABORATORY SERVICE (215)

A room that directly serves one or more class laboratories as an extension of the activities in those rooms. Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory, except animal rooms and greenhouses. This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories, individual study laboratories, or non-class laboratories. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

CLASSROOM

A room used by classes that do not require special-purpose equipment for student use. Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor,

joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study. This category does not include conference rooms, meeting rooms, auditoriums, or class laboratories. Conference and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

CLASSROOM CAPACITY

The number of Weekly Room Hours and Weekly Student Hours which an institution's classrooms can accommodate.

CLASSROOM HOUR OF INSTRUCTION

One hour spent by one instructional staff member in contact with a scheduled classroom course or section. Also referred to as a Classroom Faculty Contact Hour.

CLASSROOM SERVICE (115)

A room that directly serves one or more classrooms as an extension of the activities in such a room. Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve as classrooms. This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

CLASSROOM TYPE

A term for a subdivision within the room type "Classroom." These subdivisions are designed to allow institutions to differentiate between such Classroom Types as lecture halls, general purpose classrooms, and seminar rooms.

CLINIC (NON-HEALTH PROFESSIONS) (540)

A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care. Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing. This category does not include clinics for the medical or dental treatment of humans or animals.

CLINIC SERVICE (NON-HEALTH PROFESSIONS) (545)

A room that directly services a clinic facility as an extension of the activities of that facility. Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms. This category does not include rooms which serve health care facilities.

CONDITION

The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development.

This building characteristic has the following categories:

Satisfactory
Suitable for continued use with normal maintenance.

Remodeling–A
Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25% of the estimated replacement cost of the building.

Remodeling–B
Requires major updating and/or modernization of the building. The approximate cost of "Remodeling–B" is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.

Remodeling–C
Requires major remodeling of the building. The approximate cost of "Remodeling–C" is greater than 50% of the replacement cost of the building.

Demolition
Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "Demolition," regardless of its condition.

Termination
Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over all other categories. If a building is scheduled for termination, its condition is recorded as "Termination," regardless of its condition.

CONFERENCE ROOM (OFFICE RELATED) (350)

A room serving an office complex and used primarily for staff meeting and departmental activities other than instructional activities. A conference room may be equipped with tables and chairs, lounge-type furniture, straight back chairs, and/or table arm chairs. Normally, it is used by a specific organizational unit, whereas meeting rooms are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use. This category does not include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounge facilities.

CONFERENCE ROOM SERVICE (OFFICE RELATED) (355)

A room that directly serves one or more conference rooms as an extension of the activities in those rooms. Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc. This category does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building. Dining rooms open to the student body at large and/or the public are categorized as food facilities.

CONSTRUCTION AREA

That portion of the gross area of a building which cannot be put to use because of the presence of structural features of the building. Areas of a building which cannot be assigned for use because they are necessary to the structure of the building. Such areas include walls, pipe tunnels and chases, elevator shafts, columns, and other structural elements.

DATA PROCESSING/COMPUTER (710)

A room or group of rooms used for processing of data by computers. This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas. This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other electronic data processing equipment in a room otherwise classifiable as an

office not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory, special class laboratory, or individual study laboratory. If a room, otherwise classifiable as an office, happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as an office.

DATA PROCESSING/COMPUTER SERVICE (715)

A room that directly serves a data processing/computer facility as an extension of the activities in that facility. This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas. This category does not include rooms for data processing personnel. These rooms are classified as offices.

DEGREE OF PRIVACY

An expression of the number of occupants assigned to an enclosed office; degree of privacy is expressed in terms of single, double, or multiple occupancy.

DEMONSTRATION (550)

A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics. This category includes demonstration schools, laboratory schools, preschool nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home-management houses that serve to train college-level students in home economics. Demonstration schools, laboratory schools, preschool nurseries, and home management houses in which the student serve as the subjects for a research study are classified as nonclass laboratories. Rooms that serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will not be classified as classroom, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms or class laboratories in such facilities used primarily for college-level students should be so classified. Offices, conference rooms, and meeting rooms used by college-level staff should be so classified.

DEMONSTRATION SERVICE (555)

A room that directly serves a demonstration facility as an extension of the activities of that facility. Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstrtion facility, and has kitchen, lockers, shower rooms, etc., in a laboratory school. The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen,

dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

DENTAL CLINIC

A room used for the dental examination and/or dental treatment of humans.

DENTAL CLINIC SERVICE

A room which serves a dental clinic facility as a direct extension of the activities in such a facility. This category includes supporting dental laboratory services and other facilities which serve a dental clinic.

DEPARTMENTAL INTEGRITY

The assignment of the staff members of a single department to office facilities in reasonably close physical proximity.

DESIGN CAPACITY

The number of individuals which a facility is designed to accommodate at one time. The number of individuals a facility can accommodate when used in the manner originally intended.

DESIGN DEVELOPMENT

The process by which the general requirements of a building as expressed in the building program are translated into a detailed set of architectural plans. The output of the process is a detailed set of working drawings and specifications for construction of a building.

DESIGNED SEATING CAPACITY

The number of stations a room is designed to accommodate.

ESTIMATED REPLACEMENT COST

Determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution. The *Engineering News Record* is one frequently used source of information for determining construction cost indices. The replacement cost of fixed equipment in the building should be included.

EXHIBITION (620)

A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public. This category includes museums, art galleries, and similar exhibition areas. Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

EXHIBITION SERVICE (625)

A room that directly serves an exhibition facility as an extension of the activities of that facility. This category includes work rooms for the preparation of materials and displays, vaults or other storage for works of art, check rooms, etc. Research areas in museums are classified as nonclass laboratories or nonclass laboratory service.

FACILITIES

Any physical structures required by the institution for the performance of its programs and related activities. Included are parking areas, outdoor playing areas, buildings, parks, rooms, service areas, agricultural fields, and landscaped areas.

FIELD BUILDING (560)

A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments. Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations. Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as nonclass laboratory facilities.

FOOD FACILITIES (630)

A room used for eating food. This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities or merchandising facilities.

FOOD FACILITIES SERVICE (635)

A room that directly serves a food facility as an extension of the activities in that facility. This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

GREENHOUSE (580)

A building or room, usually composed chiefly of glass and/or other light transmitting material, for the cultivation and/or protection of plants. Does not include greenhouses related to farm operations.

GREENHOUSE SERVICE (585)

A room that directly serves a greenhouse facility as an extension of the activities in that facility. Includes rooms generally referred to as headhouses. Does not include greenhouses related to farm operations.

GROSS AREA

The sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces. Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measured in terms of gross square feet (GSF). In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms are included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, and ducts are to be counted as gross area on each floor through which the shaft passes. Exclude open courts and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

HEALTH CARE SERVICE (895)

Rooms used for housekeeping, linen storage, and handling. Includes locker rooms,used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation. Nonassignable areas are explicitly excluded from this category. Excludes mechanical and equipment areas.

HEALTH FACILITY (STUDENT)

A room for the medical examination or treatment of students. This category includes examination rooms, bedrooms, surgery rooms, and clinics.

HEALTH FACILITY SERVICE SPACE (STUDENT)

A room which directly serves a health facility (student) as an extension of the activities of such a facility. Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, and linen closets.

HOUSE (970)

A complete living unit that is a separate structure. This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

IMPUTED AVERAGE SECTION SIZE (IAvSS)

The average number of persons occupying a room when the room is in use, either formally or informally. The quotient which results from dividing the Imputed Weekly Student Hours (IWSH) by the Input Weekly Room Hours (IWRH).

$$IAvSS = \frac{(IWSH)}{(IWRH)}$$

IMPUTED ROOM UTILIZATION RATE (IRUR)

The number of hours per week a special class laboratory or an individual study laboratory is used both formally and informally.

IMPUTED STATION OCCUPANCY RATIO (ISOR)

The proportion of occupied stations to available stations when a special class laboratory or an individual study laboratory is used both formally and informally.

IMPUTED STATION UTILIZATION RATE (ISUR)

The number of hours per week the stations in a special class laboratory or in an individual study laboratory are used both informally and formally. The product resulting from multiplying the Imputed Room Utilization Rate (IRUR) by the Imputed Station Occupancy Ratio (ISOR)

$$ISUR = (IRUR) \times (ISOR)$$

IMPUTED WEEKLY ROOM HOURS CAPACITY ($IWRH_c$)

The number of Imputed Weekly Room Hours (IWRH) that can be accommodated in rooms of each Station Count. The product of the number of rooms (R) of each Station Count and the Imputed Room Utilization Rate (IRUR) assumed for planning purposes for that Station Count.

$$(IWRH_c) = (R) \times (IRUR)$$

IMPUTED WEEKLY ROOM HOURS (IWRH)

The sum of the scheduled Weekly Room Hours (WRH) and the number of informally scheduled hours of room use. The quotient resulting from dividing the Imputed Weekly Student Hours (IWSH) by the product resulting from multiplying the number of Stations (N) by the Imputed Station Occupancy Ratio (ISOR). Informally scheduled hours may be a matter of record or may be estimated.

$$IWRH = \frac{(IWSH)}{(N) \times (ISOR)}$$

IMPUTED WEEKLY STUDENT HOURS CAPACITY ($IWSH_c$)

The number of Imputed Weekly Student Hours (IWSH) that can be accommodated in Rooms of each Station Count. The product of the number of Stations (N) in Rooms of each Station Count and the Imputed Station Utilization Rate (ISUR) assumed for planning purposes for that Station Count.

$$IWSH_c = (N) \times (ISUR)$$

IMPUTED WEEKLY STUDENT HOURS (IWSH)

The sum of any scheduled Weekly Student Hours (WSH) and the number of informally scheduled hours students are occupying the Stations in the room. Informally scheduled hours may be a matter of record or may be estimated. The product resulting from multiplying the number of Stations (N) by the Imputed Station Occupancy Ratio (ISOR) by the Imputed Weekly Room Hours (IWRH).

$$IWSH = (N) \times (ISOR) \times (IWRH)$$

INACTIVE AREA (050)

Rooms that are available for assignment to an organizational unit or activity but are unassigned at the time of the inventory. Rooms that are being modified or are not completed at the time of the inventory are so classified.

INDIVIDUAL STUDY LABORATORY (23)

A room used primarily for individual student experimentation, observation, or practice in a particular field of study. Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room). This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities. Computer processing facilities used jointly for instruction and/or research and/or administration are classified as data processing/computer.

INDIVIDUAL STUDY LABORATORY SERVICE (235)

A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms. Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an individual study laboratory facility, except animal rooms and greenhouses. This category does not include rooms that serve class laboratories, special class laboratories, or nonclass laboratories. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

LABORATORY TYPE

A term for homogeneous groups of facilities within the room type "Class Laboratory" (e.g., organic chemistry labs, introductory physics labs, architecture design studios, etc.)

LIBRARY

A place in which books, manuscripts, musical scores or other literary and artistic materials are kept for faculty-student use.

LIBRARY PROCESSING FACILITY

A room which serves a study room, stack room, or open-stack reading room as a supporting service to such rooms (e.g., storage, central catalog, waiting area). In facilities manuals, office and work station areas for library staff are treated separately for detailed analysis and projection, but may be part of the library processing facilities. Included in this category are areas generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio/visual playback equipment for distribution to individual study stations.

LOCKER ROOM (690)

A room used for changing clothes and/or storing personal materials. Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms. Does not include physical education or intercollegiate athletics locker rooms and areas.

LOUNGE (650)

A room used for rest and relaxation. A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines. A lounge facility is distinguished from a conference room and a meeting room by its more informal atmosphere and its general public availability. A lounge area associated with a toilet is nonassignable space and classified as mechanical area. A room devoted wholly to vending machines is classified as a merchandising facility. Vending machine areas in food facilities are classified as food facility.

LOUNGE SERVICE (655)

A room that directly serves a lounge facility, such as a kitchenette.

MEETING ROOM (680)

A room used for a variety of nonclass meetings. A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished

from a conference room because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental nonclass activities. Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms. Seminar rooms used primarily for scheduled classes are classified as classrooms.

MEETING ROOM SERVICE (685)

A room that serves a meeting room as an extension of the activities in that room. Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc. This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms.

MERCHANDISING FACILITIES (660)

A room (or group of rooms) used to sell products or services. This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines. This category does not include dining rooms, restaurants, snack bars, and similar food facilities, or vending machine areas associated with food facilities or lounges. It does not include meeting rooms which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities.

MERCHANDISING FACILITIES SERVICE (665)

A room that directly serves a merchandising facility as an extension of the activities of that facility. Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

MULTIPLE-FAMILY DWELLING FACILITY

A duplex house, apartment building, or other multiple-unit dwelling for more than one family. This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

NONASSIGNABLE AREA

That portion of the area of a building which is not available for assignment to building occupants, but which instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

Circulation Area
That nonassignable portion of a building which is required for physical access to some subdivision of space whether directly bounded by partitions or not.

Should be computed by measuring from the inner faces of walls or partitions which enclose horizontal spaces used for such purposes. Deductions should not be made for columns and minor projections necessary to the building. Do not include *unusable* areas having less than 6'6" clear head room. Circulation space should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges. When determining corridor areas, only horizontal spaces required for *general* access should be included—not aisles which are used only for circulation within office suites, auditoriums, or other working areas. Deductions should not be made for columns and projections necessary to the building.

Custodial Area

That portion of the nonassignable area which is the sum of all areas of a building used for its protection, care, and maintenance. These areas should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for columns or minor projections necessary to the building. Do not include *unusable* areas with less than 6'6" clear head room. Included should be such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms. This category should not include central physical plant shop areas, nor should it include special purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

Mechanical Area

That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities. Mechanical area should be computed by measuring from the inner faces of the walls, partitions or screens which enclose such areas. Do not include *unusable* areas with less han 6'6" clear head room. Mechanical areas should include, but not be limited to, mechanical areas in central utility plants, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public). Deductions should not be made for columns and projections necessary to the building.

Structural Area

Structural area should be construed to mean that portion of the gross area which cannot be occupied or put to use because of the presence of structural features of the building. Precise computation of structural area by direct measurement is not contemplated under these definitions. Structural areas should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

NONCLASS LABORATORY

A room used for laboratory applications, research, and/or training in research methodology that require special-purpose equipment for staff and/or student experimentation or observation. Included in this category are rooms generally referred to as research laboratories and research laboratory-offices. This category does not include rooms generally referred to as teaching laboratories, such as class laboratories, special class laboratories, or individual study laboratories.

NONCLASS LABORATORY SERVICE (255)

A room that directly serves one or more nonclass laboratories as an extension of the activities in those rooms. Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a non-class laboratory, except animal rooms and greenhouses. This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory, a special class laboratory, or an individual study laboratory. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

NURSE STATION (830)

A room or area used by nurses who are supervising and/or administering health care facilities. Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications areas, etc. Rooms that can be identified as offices should be so classified.

OCCUPANCY RATE

The quotient obtained by dividing the number of occupants of a facility by the design capacity of the facility (normally used in reference to residential facilities and health care facilities).

OFFICE (310)

A room used by faculty, staff, or students working at a desk (or table). An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Included in this category is a studio (music, art, etc.) if that room also serves as the office of a staff member. Special note should be taken of rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water,

steam, air, etc., is classified as a nonclass laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms that have office-type equipment and fixed laboratory-type equipment (primarily n the biological and physical sciences) within the same room be classified as nonclass laboratories. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., tnat incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

OFFICE SERVICE (315)

A room that directly serves an office or group of offices as an extension of the activities in those rooms. Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities.

ONE-FAMILY DWELLING FACILITY

A house provided for one family. This category includes houses provided for, and/or rented to, staff or students.

OPEN STACK

A library stack area which is freely open and accessible to library users without restriction.

OPEN STACK READING ROOM (430)

A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas. Included in this category are rooms generally referred to as open stack reading rooms. This category is not used if the area of an open stack reading room can be prorated to reading room and stack at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated.

OPERATING DAYS

The number of days per year that a facility (e.g., residence hall, dining facility, infirmary) is available for use.

OTHER (590)

A category of last resort. This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be

described, even approximately, with other codes and definitions. This category should have very limited use if it is used at all.

OWNERSHIP

The agency with which the title to the building rests. Use the following categories:

- Owned in fee simple.
- Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).
- Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements)
- Not owned by the institution, but leased or rented to the institution at a typical local rate.
- Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
- Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
- Not owned by the institution, but shared with another postsecondary educational institution.
- Other (e.g., not owned by the institution, but shared with a noneducational institution).

PATIENT BATH (820)

A room containing patient bath and toilet facilities. Included in this category are toilet-bath facilities adjoining or in conjunction with patient bedrooms. Public toilet facilities are excluded.

PATIENT BED-DAY CAPACITY

The product obtained by multiplying the number of available hospital or infirmary beds by the number of days per year that the hospital or infirmary will be available for use (365 in instances of year-round operation and a lower number when the facility is closed for summer months and/or other vacation period).

PATIENT BEDROOM (810)

A room equipped with a bed and used for patient care. This category includes general nursing care, acute care, semiconvalescent/rehabilitative adult or pediatric bedrooms, intensive care units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Stalls for animal patients are also included.

PHYSICAL PLANT FACILITY

Facilities required for physical plant maintenance, operations, and construction activities. Includes shop facilities, shop facilities service, vehicle storage, vehicle storage service.

PROCESSING ROOM (440)

A room which serves a reading/study room, stack, or open stack reading room as a supporting service to such rooms. Included are areas generally used to house card catalogs, circulation desks, bookbinding, microfilm-processing, and audio/visual record-playback equipment for distribution to individual study stations. This category does not include such library space as offices for staff; acquisitions work areas that are to be classified as offices; campuswide or centralized audio/visual preparation areas, bookbinding, and microfilm-processing areas that are to be classified as shop facilities; instructional facilities for library science staff that are to be classified as classrooms, class laboratories, special class laboratories, offices, or other appropriate designations.

PUBLIC WAITING (880)

A room used by the public to await admission, treatment, or information. Included are lobbies, waiting and reception areas, visiting areas, and viewing areas. Lounges are excluded from this category.

READING/STUDY ROOM (410)

A room used by individuals to study books or audio/visual materials. Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings. This category does not include individual study laboratories that are limited in use to a particular area of study. This category does not include classrooms, class laboratories, special class laboratories, nonclass laboratories, offices, sleep/study rooms in residence halls or other housing units, waiting rooms, or lounge facilities.

RECREATION (670)

A room used by students, staff, and/or the public for recreational purposes. This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms,

(noninstructional) music listening rooms, and hobby rooms. It does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or fieldhouses that should be classified as athletic/physical education facilities. It does not include outdoor facilities such as tennis courts, archery ranges, fields, (football, hockey, etc.) or golf courses.

RECREATION SERVICE (675)

A room that directly serves a recreation facility as an extension of the activities in that facility. This category includes storage closets, equipment issue rooms, cashiers' desks, and similar rooms. It does not include athletic/physical facility service such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

RESEARCH FACILITY

A facility which houses investigative or scholarly activities.

ROOM

A walled or partitioned portion of space within a building or other structure.

ROOM DATA

Descriptive characteristics of assignable interior spaces of a building, including standard room-use categories, institutional organizational units, standard programs and program category codes, assignable floor areas, and (in some instances) number of stations.

ROOM TYPES

Categories of rooms in accordance with the HEGIS facilities classification system. In the revised *Higher Education Facilities Inventory and Classification Manual*, the term, "Room Use" has been substituted for "Room Type." This modification involves little more than a change in titles because most of the original definitions were in terms of room use.

ROOM UTILIZATION

Indicates the amount of time a specific room is being used, the number of classes held within and the number of students occupying the room over a given period of time. Includes:

- Hours used and the percentage hours representative of the total hours available
- Number of classes
- Number of students

ROOM UTILIZATION RATE (RUR)

The number of hours per week a room is scheduled for use. As a matter of convention, the RUR is used in conjunction with classrooms (or class laboratories) with the same range of station counts and of the same classroom or class laboratory use.

SECTION

A group of students assembled for instruction in a regularly scheduled meeting of a course.

SECTION SIZE (SS)

The number of individuals enrolled in (assigned to) a section of a scheduled or organized course.

SERVICE LABORATORY (860)

A room used to provide diagnostic support services to health care facilities. Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., such as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms. This category does not include class laboratoties, special class laboratories, or other facilities used primarily for organized instruction.

SHOP (720)

A room used for the manufacture, repair, or maintenance of products or equipment. This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplication shops and campus-wide or centralized audio/visual preparation areas. This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories. Materials preparation areas in audio/visual, radio stations, and TV studios should be so classified. Engineering drafting rooms serving the physical plant operation are classified as offices. Blueprint storage rooms are classified as office service.

SHOP SERVICE (725)

A room that directly serves a shop facility as an extension of the activities in that facility. Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar nonpublic areas that

serve the shop facility should be included. This category does not include service areas related to class laboratories or nonclass laboratories. It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility .service. Blueprint storage rooms should be classified as office service.

SLEEP/STUDY SERVICE (935)

A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath. This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities. This category does not include food facilities, central laundry, or central food stores, toilet/bath, lounge facilities, recreation or activity areas, or nonassignable building service areas.

SLEEP/STUDY WITH TOILET/BATH

One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath. This category includes single or multiple sleep/study rooms with bath facilities internal to the suite. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets. Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study. Residential quarters equipped with cooking facilities are coded as apartments. Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food facilities service.

SLEEP/STUDY WITHOUT TOILET/BATH (910)

One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath. This category includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets. Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study. Residential quarters equipped with cooking facilities are coded as apartments. Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food service.

SPACE AVAILABILITY

Indicates the accessibility of a particular area.

- Assignable area
- Unassignable area

SPACE FUNCTION

Indicates the activity for which the room is used.

- Instruction
- Research
- Public service
- Library
- General Administrative and institutional service
- Auxiliary services
- Noninstitutional agencies

SPECIAL CLASS LABORATORY (220)

A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular study area for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally limits or precludes its use for other study areas. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiation between special class laboratories and class laboratories is the irregular or informal nature of the scheduling, and *not* the specialization of the equipment or instruction. This category does not include class laboratories, individual study rooms, and research (nonclass) laboratories. It does not include gymnasiums, pools, drill halls, laboratory shcools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities. Computer processing facilities used jointly for instruction and/or research and/or administration are classified as data processing/computer.

SPECIAL CLASS LABORATORY SERVICE (225)

A room that directly serves one or more special class laboratories as an extension of the activities in those rooms. Included in this category are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special class laboratory, except animal rooms and greenhouses. This category does not include rooms that serve class laboratories, individual study laboratories, or nonclass laboratories. Rooms that provide housing for laboratory animals are classified as animal quarters. Greenhouses are separately categorized.

STACK (420)

A room (or portion of a room) used to provide shelving for library or audio/visual materials. Included in this category are rooms generally referred

to as library stacks. This category does not include bookshelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities. Separate tape storage rooms for language laboratories should be classified as special class laboratories service or individual study laboratory service. Separate rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library in a music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service.

STANDARD ROOM USE CLASSIFICATION

The classification of room facilities by intended usage rather than by room type.

STATION

The total facilities necessary to accommodate one person for one time period. The time period varies for different types of facilities. For example, when discussing classroom stations, the period of time may be one hour or class period, and when dealing with office stations the time period may be one year (or it may be indefinite).

STATION COUNT (SC)

The number of stations in a room.

STATION OCCUPANCY RATIO (SOR)

The proportion of stations used when the room is scheduled for use. As a matter of convention, the term Station Occupancy Ratio is used in connection with classrooms (or class laboratories) with the same Station Count and of the same type.

$$\text{SOR [Station Occupancy Rate]} = \frac{\text{WSH [Weekly Student Hours] per station}}{\text{WRH [Weekly Room Hours] per room}}$$

$$= \frac{\text{SUR [Station Utilization Rate]}}{\text{RUR [Room Utilization Rate]}}$$

STATION UTILIZATION RATE (SUR)

The number of hours per week a Station is scheduled for use. As a matter of convention, the term Station Utilization Rate is used in conjunction with classrooms or class laboratories with the same Station Count and of the same type.

$$SUR = \frac{\text{(Scheduled WSH)}}{\text{(Number of Stations)}}$$

also

$$SUR = \text{(Room Utilization Rate)} \times \text{(Station Occupancy Ratio)}$$

$$SUR = (RUR) \times (SOR)$$

STORAGE (730)

A room used to store materials. Classification of a room as a storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follows the classification of the special type with a "service" designation. For example, a storage closet for office supplies is classified as office service. The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

STORAGE SERVICE (735)

A room that directly serves a storage facility and providing quick and easy access to materials. An example would be a room containing writing materials.

STUDY SERVICE (455)

A room which directly serves reading/study rooms, stacks, open stack reading rooms, or processing rooms as a direct extension of the activities in those rooms. Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc. This category does not include card catalogs, circulation desks, and other areas designated as processing rooms.

SUPPLIES (870)

A room used to store supplies for health care facilities. Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

SURGERY (840)

A room used for surgery. Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms, (e.g., anesthesia, heart, lung, x-ray, etc.) dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

TOILET/BATH (919)

A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public. This category includes *common* or *shared* bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations, used by the residents, and accessible from a corridor or other general circulation area. This category does not include public rest rooms. Bathrooms internal to a sleep/study room, apartment, or house are included in their respective categories.

TREATMENT (850)

A room used for diagnostic and therapeutic treatment. Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular testing, EEG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, and special equipment storage.

TURNOVER

The number of times a typical station can be used during a specified period of time. The average number of times that a typical dining station can be used during the course of serving a particular meal. The ratio between the number of diners that can be accommodated in a facility for a single meal and the number of dining stations available in that facility. Also calculated by dividing the length of the serving period for the meal by the shortest comfortable (or average) eating time for that meal.

TYPE OF OCCUPANT

One possible parameter on which office assignments are based. The title, position, or rank of persons requiring office space which in terms of institutional policy are used to differentiate between amounts and types of office space assigned.

UNCLASSIFIED FACILITIES (000)

- Inactive area
- Alteration of conversion area
- Unfinished area

UNFINISHED AREA (070)

All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of the inventory. This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

UNIT FLOOR AREA

Assignable square feet of space required per unit of space demand.

UNIT FLOOR AREA CRITERIA

The quantitative value associated with the number of assignable square feet required per unit of space demand (station, occupant, FTE, etc.) for various types of facilities.

UTILIZATION ASSUMPTIONS REQUIRED

A listing of various assumptions regarding utilization or occupancy rates which must be expressed quantitatively prior to application of the methodologies contained in facilities manuals. These assumptions, expressed in quantitative terms, define institutional policies for the facilities planning process.

UTILIZATION CRITERIA

Quantitative values associated with utilization assumptions.

VEHICLE STORAGE FACILITY (740)

A room or structure that is used to house and/or store vehicles. This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined). This category does not include portions of barns or similar field building facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

VEHICLE STORAGE FACILITY SERVICE (745)

A room or structure used to service vehicles. This category includes any area associated with a vehicle storage facility that is used for maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles. This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities.

VETERINARY FACILITIES

Veterinary facilities are grouped with human health care facilities, but are distinguished from animal quarters.

WEEKLY ROOM HOURS (WRH)

The number of hours a week a room is used for scheduled activities required for the courses in the schedule of courses. (Frequently but not necessarily equal to weekly contact hours).

WEEKLY ROOM HOURS CAPACITY (WRHc)

The number of Weekly Room Hours that can be accomodated in rooms of each station count. The product of the number of Rooms (R) of each Station Count and the Room Utilization Rate (RUR) for that station count assumed for planning purposes.

$$(WRHc) = (R) \times (RUR)$$

WEEKLY STUDENT HOUR (WSH)

A unit of measure which represents one hour of instruction given to one student in one week.

WEEKLY STUDENT HOUR CAPACITY (WSHc)

The number of weekly student hours that can be accomodated in rooms of each station count. The product of the number of stations (N) in rooms of each station count and the Station Utilization Rate (SUR) assumed for planning purposes for that station count.

$$(WSHc) = (N) \times (SUR)$$

WEEKLY STUDENT HOUR OF CLASSROOM INSTRUCTION

A unit of measure which represents one hour of instruction given to one student in one week in classroom facilities (lecture rooms, recitation discussion rooms, seminar rooms, etc.)

WEEKLY STUDENT HOUR OF LABORATORY INSTRUCTION

A unit of measure which represents one hour of instruction given to one student in one week in class laboratory facilities.

WEEKLY USER HOURS

A unit of measure which represents one hour of activity engaged in by one individual for one hour during a week. In the *Higher Education Facilities Planning and Management Manuals*, Weekly user hours is used in place of the more common term Weekly Student Hours whenever the users of the facilities are not strictly students. The term weekly user hour is used primarily with regard to athletic physical education facilities where faculty, staff, and residents of the surrounding community as well as students may be users of the facilities.

YEAR OF CONSTRUCTION

The calendar year in which the original building was completed regardless of any later date of occupancy, as in case of leased or rented building.

V. Financial Data Elements

ACCOUNTS PAYABLE AND ACCRUED EXPENSE(S)

Liabilities for goods received and other expenses incurred for which disbursements have not been made as of the date of the report.

Accounts Payable
- Vendors
- Miscellaneous unclassified

Accrued Withheld Payroll Tax
- Federal Income Tax
- FICA (Social Security)
- State

Other Accruals
- Sales tax collected
- TIAA Accrued and collected
- Group insurance premiums
- Hospital insurance premiums

ACCOUNTS RECEIVABLE

Governmental appropriations and advances that are subject to release by a government officer for institutional use. Includes unpaid student accounts.

Students
- Students General
- Students Former
- Student Credit Balances Active
- Student Credit Balances Inactive
- Student Accounts Doubtful (Reserve)

Faculty and Staff
- Faculty-Staff General
- Faculty-Staff Purchases
- Faculty-Staff Meals
- Advances against Salaries
- Miscellaneous Deductions
- Travel Advances

Donors
- Due from Rockefeller Fund
- National Science Foundation
- Federal Government

Other

- Laundry Services
- U.S. Government NDEA
- Miscellaneous, Returned checks, etc.

ACCRUAL ACCOUNTING

The basis of accounting and reporting under which revenues are reported when they become due, even though they are received in a subsequent fiscal period; likewise, expenditures for the cost of all materials received and services rendered to an institution are reported even though payments for them may not yet have been made as of the date of the financial report.

ADDITIONS

Includes all additions to institutional assets during the reporting period. Therefore, it would not include those increases in particular fund balances which result from transfers between funds. Additions to fund balances should be reported on a total receipts basis (as defined by accrual accounting) for each fund group. Therefore, "additions" to current fund-restricted reflects the total receipts in current fund-restricted and will *not* equal the restricted "revenues" total for the current fund.

AGENCY FUNDS

Funds received and held by an institution as custodian or fiscal agent for others.

ALLOWANCE FOR DOUBTFUL ACCOUNTS

Percentage of the total accounts receivable which is allowed for bad debts.

ALLOWANCE FOR DOUBTFUL LOANS

Same as above.

ANNUITY AND LIFE INCOME FUNDS

These funds are acquired by an institution subject to an agreement whereby assets are donated.

ASSETS

Includes lands, buildings, machinery, stock, cash, investments, etc., anything owned that holds some monetary value. (See also: Section V., "Fund Balance Accounts," p. 88)

Annuity and Life Income Funds
Assets which consist of cash securities and other types of investments.

Current Funds Restricted
Funds or income restricted by outside agencies or persons as to use; earmarked for a specific purpose or use.

Endowment and Similar Funds
Comprise cash and investments.

Loan Funds
Commonly include cash, notes receivable for loans granted and perhaps temporary investments of cash on hand.

Plant Funds for Renewals and Replacements
Include land, buildings, improvements other buildings, and equipment.

Plant Funds - Unexpended
Include cash, investments, and receivables, etc.

AUXILIARY ENTERPRISES

Entities which exist to furnish a service not directly related to the academic process to students, faculty, or staff, and which charge a fee that is directly related to the cost of the service.

Fee Income Auxiliary Operations
- Nursery School
- Children's Dance
- Student Lodger
- Student Boarding
- Laundry
- Health and Recreation

Income Faculty Auxiliary Operation
- Dormitory Faculty Rental

Sales Admissions Auxiliary Enterprises
- Summer Dance Income
- Guest Rental Dormitories
- Direct Sales Dining Hall
- Laundry Service
- Snack Shop
- Health Services

Cost Allocations and Recoveries
- Cost Recovery NDSL
- NDSL Cancellation Income
- EOG (Educational Opportunity Grant)
- CWSP (College Work-Study Program)

Reports on the revenues of auxiliary enterprises will include all monies earned during the reporting period. Interdepartmental transactions of service departments and storerooms which provide services to the institution, as contrasted with services to students, faculty, and other staff, should not be included in this category. Normally such transactions do not result in receipts to the institution because they are essentially interdepartmental transfers of costs.

BALANCE SHEET CATEGORY

Assets
Economic resources that are owned by the institution. May have a definite physical character such as buildings or equipment or may exist in the form of valuable legal claims or rights.

Liabilities
Obligations owed by the institution.

Fund Balance
The difference between assets and liabilities. For some accounts, this entry may constitute the balance of a specific fund.

BEGINNING YEAR BALANCE

The balance for each fund group at the beginning of the reporting period.

BUILDINGS

A kind of capital investment expenditure. Measures that reflect all costs associated with the acquisition or purchase of buildings in which the institution conducts its programs.

CAPITAL COSTS

Capital costs represent the valuation placed upon the services provided by land, buildings, and equipment owned and utilized by an institution during a given time period.

CAPITAL INVESTMENT EXPENDITURES

One-time expenditures for physical resources that bill benefit a program for more than one operating period.

CASH

Negotiable currency on hand, petty cash, and cash in banks.
- Current Funds–Restricted and Unrestricted
- Loan Funds
- Plant Funds
- Endowment and Similar Funds

COST ACCOUNTING

Items are reported as revenues and expenditures only when cash is received or made available to an institution and when it is disbursed.

COST CENTERS

An aggregation of homogeneous activities whose outcomes contribute to the achievement of similar institutional objectives. Cost centers whose outcomes contribute directly to the accomplishment of the primary missions of the institution are termed primary cost centers.

Primary Cost Centers
- Instruction
- Organized Research
- Public Service

Those cost centers whose outcomes are necessary or vital for the successful operation of other cost centers, but do not contribute directly to the accomplishment of the primary missions of the institution are termed support cost centers.

Support Cost Centers
- Academic Support
- Student Service
- Institutional Support

COST TYPES FOR ANALYSIS

Direct Cost
Any cost that is identified specifically with a final cost objective (e.g., lower division agriculture instruction).

Full Cost
The sum of all direct costs and those support costs allocated to a particular activity. One of the most important full-cost items is "full cost of instruction." This differs from direct costs in that it includes all costs of academic support, student support, and institutional support allowable to the instruction program. A direct cost has no allocated costs associated with it.

Support Cost
Any costs that are initially assigned to a support cost center either as a result of the account crossover or as a result of a direct cost study. Examples of support costs are utilities, audio/visual services, operations and maintenance, etc.

Direct Cost to Student
Those expenses incurred by a student in attending an institution, including such items as tuition, room and board, books.

CURRENT FUNDS EXPENDED

Includes all current funds expended, determined in accordance with the generally accepted accrual method of accounting, except for the omission of depreciation. (Depreciation, if charged, will be shown separately).

CURRENT FUNDS EXPENDITURES

This category is broken down between expenditures for educational and general and auxiliary enterprises. Student aid expenditures should be included as part of educational and general. The category should include all expenditures of the current fund during the reporting period. Expenditures from the current fund for debt service and for renewal and replacement should be distributed between auxiliary enterprises and educational and general.

DEDUCTIONS

Includes all deductions made from institutional assets during the reporting period. It does not include decreases in the balances of funds which result from transfers between funds. Such decreases are reflected in one of the "transfer" categories.

DEPARTMENTAL RESEARCH

Research which is performed as a part of the regular instructional services and which is budgeted and supported in the combined item of instruction and departmental rresearch rather than separately as research. The term excludes sponsored research and other separately budgeted research. This is an expense of instruction and is considered essential to the conduct of an effective instructional program.

DEPOSIT

Deposit held for others which an institution may be required to repay in whole or in part.
- UNCF Campaign Contributions
- Students Special Deposits

- Bowling Fees
- Breakage Fees
- Key Deposits
- Student Organization
- Guard Uniforms
- Courtesy Committee

DEPOSIT ON PURCHASES

Includes airline travel deposits, postage meter deposit, deferred charges, etc.

DUE FROM OTHER FUNDS

Asset

The amount of current funds loaned temporarily to other fund groups.

- Current Funds Restricted–Asset
- Endowment and Similar Funds–Asset
  A college or university, or group of institutions, may be the beneficiaries of trust held and administered by an outside fiscal agent.

Liability

Amounts that have been borrowed temporarily from other fund groups and will be repaid.

- Current Funds Restricted–Liability

END-OF-YEAR BALANCE

This figure is derived by obtaining the "net" result of (1) beginning year balance and (2) net change in fund balance for each fund group.

ENDOWMENT FUNDS

Endowment funds are those which a donor or other agency has stipulated that the principle is to be maintained inviolate and in perpetuity, and that only the income from the investment of the funds may be expended.

- Special Funds Interest
- Endowment Income General

ENDOWMENT INCOME

This total will include income from investments of restricted and unrestricted endowment, term endowment, quasi-endowment funds, Federal and State land-grant funds (land-grant institutions), and income held in irrevocable trusts by others.

EQUIPMENT

Movable property (that which is not permanently attached to a structure that has a useful life of more than one year and a cost above an institutionally defined minimum.)

EXPENDITURES

The disbursement of revenue for services rendered whether in the form of construction, maintenance, utilities or anything that costs and requires disbursement of funds for compensation. Costs affiliated with:

- Deans' Offices
- Administrative Functions
- Alumni Office
- Academic/Course-Related Operations
- Library
- Institution Sponsored Training Projects
- Student Counseling Service
- Communications, Local Telephone Service
- Consultant Fees
- Delivery and Handling
- FICA Employer Share
- Group Insurance
- Laundry Services

EXPENDITURE CONTROL

Control of those items of both unrestricted and restricted current funds.

EXPENDITURES FOR PLANT ASSETS

Include all expenditures for land, buildings, improvements (other than buildings), and equipment, including library books.

FRINGE BENEFITS

Employment benefits granted by the employing institution which involve monetary expenditures paid by the institution without affecting the basic wage rates. For financial records and cost analyses, include all costs to the institution, not limited to those regarded as part of the compensation rate. (See also: Section II., "Fringe Benefits," p. 11)

Group Life Insurance
Employee group life insurance for which expenditures are made by the institution.

Guaranteed Disability Income Protection Plan
Expenditures through insurance or otherwise for long-term disability income payments paid by the institution.

Hospitalization, Surgical, and Medical Plans (Basic and Major)
Expenditures for hospitalization plans providing for hospital room and services; surgical plans providing for a licensed surgeon; and basic and major medical plans providing for medical expenses.

Housing Plan
Housing benefits which are granted by the institution, such as:
- Cash payments made to faculty for off-campus housing
- Institution-owned housing granted to faculty members or the purchase of houses financed by institution funds

In Kind with Cash Option
Personal benefits in kind with cash options, such as convention travel, faculty clubs, etc.

Retirement Plan
Contributions made by the institution or State toward employee's retirement.

Sabbatical Plan
A plan where by a leave of absence is granted covering one or more school terms for purposes of professional improvement, with some salary for such leave.

Tuition Plan
Cash grants or the cash value of tuition for an employee or his dependents.

Unemployment Compensation
Unemployment compensation taxes paid by the institution for employees.

FUNCTIONAL CLASSIFICATION–CURRENT FUNDS EXPENDITURES

- Instruction and Departmental Research
- Organized Activities Related to Educational Departments
- Sponsored Research
- Other Separately Budgeted Research
- Other Sponsored Programs
- Extension and Public Service
- Libraries
- Student Services
- Operation and Maintenance of Plant
- General Administration
- Staff Benefits
- General Institutional Expenses
- Student Aid
- Auxiliary Enterprises

Institutions will have more detailed categories with the above groupings.

FUND BALANCE ACCOUNTS

Unexpended balance of funds restricted by donors or other outside agencies to specific operating purposes. (See also: Section V., "Liability," p. 92 and Section V., "Assets," p. 80.

Annunity and Life Income Funds
Liabilities consist of indebtedness against the fund assets. The fund balances should be shown in the equity section of the balance sheet.

Current Funds Restricted
Funds or income restricted by outside agencies or persons as to their use.

Endowment and Similar Funds
Liabilities consist of any form of indebtedness against the assets, such as mortgages payable on real estate investments.

- Balances of Endowment Funds
  One which the donor or other agency has stipulated that the principal is to be maintained inviolate and perpetuity, and that only the income from the investments of the fund may be expended
- Balances of Quasi-Endowment Funds
  One which the governing board of an institution has determined to be retained and invested
- Balances of Term Endowment Funds
  One which a donor or other outside agency has provided to be released from inviolability to permit all or part of it to be expended upon the happening of a particular event or the passage of a stated period of time.

Plant Funds for Renewals and Replacements
Consist of payables; evidences of bonds, notes, or mortgages payable.

Plant Funds - Unexpended
Consist of payables, evidences of bonds, notes, or mortgages payable; and temporary advances from other funds for plant purposes.

FUND BALANCE ALLOCATED

Funds allocated for unrestricted and restricted use, and unrestricted gifts.

FUND BALANCE–GIFTS

Net unexpended balance of funds received as unrestricted gifts and bequests whose use has been or will be designated by the governing board.

FUND BALANCE UNALLOCATED

Funds not allotted for restricted or unrestricted use.

FUND GROUPS

Current Funds
Funds expendable for current operating purposes, either unrestricted or restricted.

Loan Funds
Funds available to be loaned to students, faculty, or staff.

Endowment and Similar Funds
Those funds whose principal is nonexpendable as of the date of reporting and is invested, or is avaialble for investment for the purpose of producing income. Included are endowment funds, term endowment funds, and quasi-endowment funds.

Annuity and Life Income Funds
Those funds acquired by an institution subject to annuity contracts, living trust agreements, or gifts and bequests reserving life income to one or more beneficiaries.

Plant Funds
Funds to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes; funds already expended for plant properties; funds set aside for the renewal and replacement thereof; and funds accumulated for the retirement of indebtedness thereon.

Agency Funds
Funds received and held by an institution as custodian or fiscal agent for others; funds of student organizations, individual students, or faculty members.

FUND RESTRICTIONS

Unrestricted Funds
Monies available for any program purpose. This category includes monies which are restricted only by object of expenditure (e.g. salaries) or for use within a particular school or department of the institution.

Designated Funds
Monies which have been designated by the governing board of the institution or by some body internal to the institution to be used for a particular program purpose. The designation for the use of these monies can be removed or changed by the governing board or the internal agency and, therefore, are not legally binding upon the institution. This category would include all monies which are not unrestricted by HEFM definition and which do not have restrictions which were placed on them as a prior condition for receipt by the institution. (This category is not yet widely used; it is proposed in the drafts of the NCHEMS *Higher Education Finance Manuals*).

Restricted Funds
Monies which are restricted to a specific program use by the donnor, and which would, therefore, be considered legally binding. This category includes

monies which were restricted to a particular program as a condition to which the institution had to agree in order to receive the monies.

GOVERNMENT APPROPRIATIONS

Includes all governmental appropriations. Appropriations are those funds which are allocated for the general support of the educational programs. They differ from government grants and contracts which are usually disbursed for a particular purpose. This category includes funds disbursed for the account of an institution by a governmental agency, such as payments into a State retirement system on behalf of the institution. Those tuition and fees collected by the institution and returned to the institution in the form of State appropriations would have to be subtracted from this total, as they have already appeared as "tuition and fees."

Government appropriations are broken down by level of government—Federal, State and local. The criterion used in determining which level to consider as "funder" is that the funder is that agency (or level) which makes the decision that the monies will be allocated for a particular purpose in higher education. Therefore, by this definition, a Federal grant for research which flows "through" the State to the institution would be classified as Federal funds. However, Federal monies distributed to the State in the form of revenue-sharing funds and which are then disbursed to the institution should be considered as State funds rather than Federal funds.

GOVERNMENT GRANTS AND CONTRACTS

Includes all funds earned as a result of a government grant or contract. In most cases the actual grant or contract money itself is restricted. However, most indirect cost reimbursements are unrestricted and would, therefore, be included in the unrestricted current funds category. This category would also include administrative allowances charged to government grant (e.g. Educational Opportunity Grants). This source is also disaggregated by level of government. The criteria used in determining the appropriate level of government is the same as that described above in "Government Appropriations."

GRANTOR AGENCIES

Public agencies, such as the National Science Foundation, that grant funds for the conduct of institutional programs.

INCOME

All negotiable currency collected from the rendering of service, the operation of auxiliary enterprises, special projects, tuition and fees, governmental appropriations—State and Federal endowments, gifts, sponsored research—governmental and nongovernmental, sponsored programs—governmental and nongovernmental.

2

INCOME, DEFERRED

Payments made to the institution in advance for services to be rendered in a subsequent period.

- Activity
- Board Charges
- Breakage
- Cultural
- Health and Recreation
- Miscellaneous Fees
- Nursery School
- Operative Surplus
- Registration Fees
- Reserved Room Fees
- Room Charges
- Summer Board
- Tuition
- UNCF

INDIRECT COSTS

Those costs not directly attributable to the achievement of any of the programs of the institution, which in cost analysis must be allocated to the various programs by formula or other convention to achieve the total allocation of all costs to all programs. In government (or private) contracts or grants, that allowance for administrative and other fixed and overhead costs, which upon receipt are normally returned to the general fund of institution.

INSTITUTIONAL BENEFACTOR

Private persons or agencies which provide funds to the institution to support its various programs.

INSURANCE

Prepaid insurance premiums.

INTERFUND ACCOUNT

- Due to or from other funds
- Due to or from CWSP (College Work-Study Program)

INTERSCHOOL ACCOUNT

Due to or from another institution.

INVENTORIES

Merchandise for sale and supplies and stocks in stores. Include goods not yet charged as expense but carried in stock in general storerooms for future requisition for sale. Maintenance includes:

- Building materials on hand
- Janitorial supplies on hand
- Office supplies on hand

INVESTMENT INCOME

This category is disaggregated into (1) Endowment Income and (2) Other Investment Income. Endowment income includes all current yield on the investment of endowment funds as well as all distributions from funds held in trust by others under irrevocable trusts. Other investment income includes the return on any other investments that are considered current revenue. For those institutions employing the "total return" concept of endowment fund management, that portion of the capital gains of the endowment fund appropriated for use by the institution should be reported in the "transfers" category as a transfer to the current fund from the endowment fund rather than being considered as an addition to a fund group.

INVESTMENTS

Includes securities purchased out of current funds or received as assets of current funds. Gifts should be valued at cost of appraisal value.

- Current Funds Restricted
- Endowment and Similar Funds—includes securities, real estate, and any investment in institutional plant
- Annuity and Life Income Funds—includes bonds, preferred stocks, common stocks, mortgage notes, and real estate

LAND AND IMPROVEMENTS

A kind of capital investment expenditure; a measure that reflects all costs associated with the acquisition and subsequent improvements of land, except buildings, by the institution.

LIABILITY

All accounts payable and accrued expenses represent liabilities for goods received and other expenses incurred for which disbursement has not been made. (See also: Section V., "Fund Balance Accounts," p. 87)

LOAN CANCELLATION AND WRITE-OFFS

Includes all deductions resulting from the cancellation of uncollectible loans and write-offs on any uncollectible receivables.

LOAN FUND(S)

Includes:
- Liabilities–money borrowed by the institution which must be repaid.
- Assets–money or equivalent lent by the institution from which revenues are received.

NET CHANGE IN FUND BALANCE

This figure is derived by obtaining the "net" result of (1) total additions, (2) total deductions, (3) total mandatory transfers, and (4) total nonmandatory transfers for each fund group.

NET REALIZED LOSSES ON INVESTMENTS

Includes all losses (net) on the sale of investments (e.g., stocks and bonds). It would not include proceeds on the sale of capital assets which were converted to cash during the reporting period.

NOTES PAYABLE

Liabilities for outstanding notes covering borrowings for current operations.

NOTES RECEIVABLE

Includes notes shown at face value less an allowance for doubtful loans.
- Loan Funds

OBJECT CLASSIFICATION–EXPENDITURES

Faculty Salaries
Compensation including fringe benefits to those individuals that the institution considers its faculty (part-time and full-time faculty as well as graduate assistants).

Nonfaculty Salaries
Compensation including fringe benefits paid to all employees of the institution except those considered faculty.

Supplies and Services
All current operating expenditures other than compensation for personal services (including fringe benefits), expenditures for capital equipment, and stipends.

Capital Equipment
Those items of property that have an acquisition cost greater than a fixed institutional standard (often $200) and an expected service life that exceeds one year.

Stipends
Financial assistance awarded to students (both undergraduate and graduate). Includes scholarships, fellowships, and traineeships. Recipients of stipends are not required to render service to the institution as a consideration of their awards, nor are they required to repay them.

ORGANIZATION UNIT

The smallest identifiable functioning entity of the institution that has a budget for operations, administrative responsibility for an account, and a staff assigned to it. In the academic area this will often be a department; in research or public service it may be a project; and in administration it may be an office or a section. (See also: Section I., "Organizational Unit," p. 4)

ORGANIZED ACTIVITIES RELATED TO EDUCATIONAL DEPARTMENTS REVENUE

Includes all funds derived from operations carried on primarly for the training of students. If service to students, rather than instruction, is the primary purpose of the operation, the revenues should be reported as "auxiliary enterprise" receipts.

OTHER EXPENDITURES

Includes all deductions from any fund group (with the exception of agency funds) which are made during the reporting period and which are not included in one of the specific deduction categories.

OTHER SOURCES

Includes all funds earned during the reporting period which are not reported in any of the described categories.

PAYMENTS ON ANNUITY AND LIFE INCOME

Includes all payments pursuant to agreements whereby assets are made available to the institution on the condition that the institution: (1) bind itself to pay stipulated amounts periodically to designated individuals, or (2) periodically pay the income earned on the assets to designated individuals. The first type of agreement results in what is referred to as "annuity funds," while the second agreement is called "life income funds." Payments to satisfy either type of agreement are reported in this deduction category.

PETTY CASH

Cash kept on hand for payment of minor items.

PLANT FUNDS FOR INVESTMENT IN PLANT

Include the amount disbursed from unexpended plant funds; amount expended from current funds for equipment.

PLANT FUNDS FOR RENEWALS AND REPLACEMENTS

Consists of cash, investments, receivables, and funds on deposit to be used for reconditioning of physical plant or structure replacement.

PLANT FUNDS FOR RETIREMENT OF INDEBTEDNESS

Plant Funds for Retirement of Indebtedness consists of cash, investments and reserves for amortization or liquidation of institutional loans, mortgages or other monies owed banks, government agencies or individuals.

PLANT FUNDS–UNEXPENDED

Funds to be used for the acquisition of physical properties for institutional purposes but not dispersed.

PREPAID EXPENSES AND DEFERRED CHARGES

That portion of operating expenditures that is properly chargeable to a period subsequent to the date of the Balance Sheet.

PRIVATE GIFTS AND GRANTS

All revenues, receipts and funds given to the institution by any private, nongovernmental source. Includes:

- All income distributed from revocable trusts or distributed by direction of the trustees of such trusts.
- Estimated value of services contributed by members of religious orders. (A corresponding amount should be included in analyses of expenditures) Value of services provided by persons paid from noninstitutional sources.
- Indirect cost reimbursements and administrative allowances associated with private gifts and grants. Does not include:
  Distributed income from irrevocable trusts.
  Funds received for specified research or other sponsored programs in accordance with grants, contracts, or other written agreements.

PROVISION FOR ENDOWMENT INCOME STABILIZATION

Any form of indebtedness against the assets, such as mortgages payable on real estate investments.

QUASI-ENDOWMENT FUNDS

Funds which the governing board of an institution, rather than the donor or other outside agency, has determined are to be retained or invested. The term "Funds Functioning as Endowment" may also be used to describe such designated funds. The governing board has the right to decide at any time to expend the principal of such funds.

RESEARCH, SEPARATELY BUDGETED

Activities performed in separately organized research division that are not financed in the manner described as "Research, Sponsored."

RESEARCH, SPONSORED

Research activities performed in accordance with the conditions of agreements with governmental agencies or other outside organizations or persons to conduct research of specified scope. Such agreements may be made on a cost or fixed-price basis, or on the basis of gifts or grants accepted by the institution subject to certain terms or conditions.

RESERVE FOR ENCUMBRANCES

The practice of an institution to record commitments in the form of purchase orders as current expenditures.

RESTRICTED GIFTS

Funds or income restricted by outside agencies or persons as to use, earmarked for a specific purpose or use. Foundation gifts generally restricted:

- Mellon Foundation Support
- Ford–Admissions
- UNCF–Support
- Woodrow Wilson Intern

(See also: Section V., "Fund Restrictions," p. 89)

REVENUE ACCOUNTS, CURRENT FUNDS

- Student Tuition and Fees
- Governmental Appropriations
- Endowment Income
- Sponsored Research
- Student Aid
- Auxiliary Enterprises
- Service Department

REVENUE CONTROL

All receipts and accruals of unrestricted current funds and of restricted funds expended during fiscal period.

REVENUE, DEFERRED

Payment made to the institution in advance for services to be rendered in a subsequent period.

REVENUE, CURRENT FUND

Includes only those revenues of the current fund that are expended during the reporting period. Therefore, it would not include those unrestricted or designated current fund revenues that were transferred out of the current fund or designated (or redesignated) for some particular purpose and not expended (e.g., designated as reserve funds).

SALES OF EDUCATIONAL DEPARTMENTS

Includes all funds earned from the operation of educational departments but which are not directly associated with the training of students. Examples of such monies are fees derived from film rentals, scientific and literary publications, and testing services. If service to the public is the primary purpose of an operation rather than the training of students (for example, in the case of hospitals operated by universities) the receipts generated by the operation would be included in this category.

SERVICE DEPARTMENT

An entity that provides to the various divisions of a institution services that might be purchased from commercial sources but for reasons of convenience, cost or control, are more effectively provided through the institution.

SOURCE OF FUNDS

The following categories are those recommended in *College and University Business Administration* (ACE 1968) and are currently being used in HEGIS.

- Educational General
  - Student Tuition and Fees
  - Governmental Appropriations
    - Federal
    - State
    - Local
  - Endowment Income
  - Gifts (or Gifts Applied)

- Sponsored Research
  - Governmental
  - Nongovernmental
- Other Separately Budgeted Research
- Other Sponsored Programs
  - Governmental
  - Nongovernmental
- Recovery of Indirect Costs–Sponsored Programs
- Sales and Services of Educational Departments
- Organized Activities Related to Educational Departments
- Other Sources

Student Aid

Auxiliary Enterprises

Another alternative currently being explored for possible use in various products is:

- Student Tuition and Fees
- External Sources
  - Government
    - Local
    - State
    - Federal
  - Private
  - Gifts
    - Foundations
    - Corporations
    - Individuals
  - Other
    - Foundations
    - Corporations
    - Individuals
- Return on Endowment
  - Current Yield
  - Utilized Gain
- Other Sources
  - Sales and Services of Educational Departments
  - Organized Activities Related to Educational Departments
  - Auxiliary Enterprises
  - Return on Current Fund Investments
  - Transfer from other fund groups
  - Other Sources

STUDENT AID

Programs such as scholarships, fellowships, grants-in-aid, loans, part-time employment, and special arrangements for the payment of tuition and other charges. (See also: Section III., "Student Aid," p. 40)

STUDENT FEES

Monies which students pay for laboratory, health services, athletics and other scholastically-related purposes.

SUPPLIES AND SERVICES

A kind of operating expenditure that encompasses the management of supplies and service resources in financial terms.

TARGET GROUP

A target group defines those persons for whom the benefits of a particular activity are intended. The specification of a particular cost by target group involves aggregating or analyzing the data in such a way as to identify the costs associated with a particular target group for that activity.

TERM ENDOWMENT FUNDS

Funds which donors or other outside agencies, by terms of the instrument of gift, have provided are to be released from inviolability to permit all or parts of them to be expended upon the happening of a particular event or the passage of a stated time period.

TOTAL EXPENDITURES

Includes the sum of all expenditures of the current fund during the reporting period. It includes educational and general, auxiliary enterprises, and student aid expenditures of the current fund.

TRANSFERS

A specific change in the purpose of funds, and the moving of their assets, liabilities, and balances from one fund group to another. Examples are the movement of unallocated current funds to plant funds, unallocated current funds transferred to loan funds, etc. HEGIS requests information on current funds transferred to expenditure for physical plant assets.

TUITION AND FEES

Includes all tuition and fees assessed (net of refunds) against students for educational and general and auxiliary purposes. Revenues from fees on which there are binding restrictions because they have been specifically assessed for debt service on institutional plant or for renewals and replacements of plant expansion facilities, should be reported as direct additions to plant funds rather than as part of current funds, since such fees are not considered to be available for current operating purposes. If the assignment of fees to debt

service, etc. is an administrative action only, or subject to change by the governing board, then such fees should be reported as unrestricted current fund receipts. Those tuition and fees which the State collects and returns to the institution in the form of State appropriations should also be included in this category. If all tuition and/or fees are remitted to the State as an offset to the State appropriation, the total for tuition and fees should be deducted from the total for State appropriations and displayed in this category. For analytic purposes (e.g., cost analyses) tuition and fee remissions or exemptions should be assessed and tabulated as student fee revenues although it is not intended to effect collection from the students. (A corresponding amount, as well as the amount of other student aid granted out of current funds. (See also: Section I., "Tuition and Fees," p. 43)

VI. Technical Terms Not Elsewhere Defined

ACADEMIC ADMINISTRATION

Institutional activities that provide administrative services to instruction, research, and public service programs at the college and departmen' level.

ACADEMIC SUPPORT PROGRAM

A program which directly supports the academic functions of the institution (e.g., libraries, computer services, and audio/visual services).

ANCILLARY SUPPORT

Activities which provide support services to instruction, research, and public service and are not appropriately classified within the various academic support program.

BENEFICIARY GROUP MEASURES

Program measures that identify and quantitatively describe the people or groups of people who benefit directly or indirectly from either the activities or outcomes of a program during a stated time period.

BOARD POLICIES

The policies of an institution which specify those groups of students who are required to sign contracts which obligate them to take their meals in an institution-owned dining facility. These policies also normally state the particular dining facilities which will be used to accommodate particular groups of students (e.g., residents of specific residence halls, etc.)

CAPITAL DEVELOPMENT PROGRAM

The specification of priorities for projects identified within the facilities development program and the creation of a preliminary plan for facilities construction projects, usually over an extended period of time.

CLERICAL RANK

The categorization of clerical positions as a function of a number of variables such as responsibility, skill level, and length of course.

CLERICAL STAFFING POLICY

The institutional policy stating the level of secretarial and clerical support to be provided to faculty or other personnel. In its most common form a clerical staffing policy states a ratio of full-time equivalent faculty to full-time equivalent clerical employee(s).

COMMON-INTEREST GROUP

A target clientele group having professional, employment, or similar interests in common, such as continuing medical education, C.P.A. review, etc.

COMPREHENSIVE PLAN

A statement of institutional goals and objectives of the expected nature and timing of institutional development and of estimated manpower, fiscal, and facilities resources required to attain the stated institutional goals and objectives over a specified period of time (e.g., 5, 10, or 20 years).

COST FINDING PRINCIPLES (CFP)

An NCHEMS project dealing with the development of alternative procedures for direct and full costing of programs as defined by the NCHEMS Program Classification Structure.

DATA ELEMENT DICTIONARY (DED)

A project or document dealing with the forecast and definition of a set of data elements needed for operational, management, reporting, and exchange purposes. (NCHEMS is developing a series of individual DED's; American Association of Collegiate Registrars and Admissions Office (AACRAO) has handbooks that serve a similar purpose; National Association of College and University Business Offices (NACUBO) and OE also have manuals and/or taxonomies; Management Information Systems/Technical Assistance Consortium to Improve College Services (MIS/TACTICS) has an Educational DED expanding on all of these).

DESCRIPTOR

A specific quantitative or descriptive indicator.

FACILITIES DEVELOPMENT PROGRAM

The outcomes of the process which converts projected space requirements into identifiable building units. A listing of the additional buildings required to house the institution's proposed programs with associated information concerning the departments scheduled to occupy the buildings and general information about the types of space to be contained within.

FACILITIES INVENTORY

A tabulation of all physical facilities of the institution. When done in accordance with Federal guidelines, the facilities are classified by type of space, organizational unit, discipline division or specialty, and function.

FACILITIES INVENTORY AND CLASSIFICATION (FIC)

The development of appropriate resource and asset measures for facilities and the development of procedures for lodging facilities resource measures. A project was developed under contract with OE for use in HEGIS and statewide inventories.

FACILITIES PLANNING

The process by which the amount of facilities resources required by an institution's programs are estimated. In general, the outputs of facilities planning procedures which are required for development of a comprehensive plan are the projected amounts of each type of space needed to house the activities of each department or organizational unit within an institution.

FACULTY ACTIVITY ANALYSIS (FAA)

The development of categorizations and definitions of faculty activities; procedures for lodging faculty measures; and instruments for collecting data on faculty assignments, activities, and workload. Also concerned with suggestions for planning and management analyses which can be performed on the collected data.

FINANCIAL MEASURES

Measures that quantitatively express in dollar amounts the source of funds and expenditures for physical and human resources utilized at a specified level of activity during a stated period of time.

GENERAL PLANNING CRITERIA

Space or estimation guides which are designed for use in calculating aggregate space needs.

HIGHER EDUCATION FINANCE MANUAL (HEFM)

A contract project dealing with the definition and categorization of financial resources and asset measures necessary for planning, budgeting, and reporting,

and the development of procedures for using the measures. Under development under contract with OE for use in HEGIS.

HIGHER EDUCATION GENERAL INFORMATION SURVEY (HEGIS)

The annual survey of colleges and universities eligible for listing in the *Education Directory—Higher Education,* conducted by the National Center for Educational Statistics (NCES) of the U.S. Office of Education (OE).

INDUCED COURSE-LOAD MATRIX (ICLM)

An array which describes the distribution of the average load placed on the various academic departments (disciplines) by students of various student levels and majors.

INFORMATION EXCHANGE PROCEDURES (IEP)

A project involved with the development of standard procedures for exchange and reporting of standard institutional information; descriptions of selected analyses which can appropriately be performed on these data; and additional structures for organizing information.

INDEPENDENT OPERATIONS PROGRAM

Programs which are independent of, or unrelated to, the basic missions of the institution. These may include noninstitutional agencies housed by the institution or operations generating income for the institution that are not otherwise related to the purposes of the institution.

INSTITUTIONAL SUPPORT PROGRAM

Programs within the institution which provide campuswide support to the other programs.

INSTRUCTION PROGRAM

All formal instructional activities in which a student engages to earn credit toward a degree or certificate.

INTERCOLLEGIATE ATHLETICS

Formally organized athletic activities which involve competition of teams or individuals representing two or more colleges or universities. Intercollegiate athletics (the actual event as well as practice), is one of the four categories of activities commonly conducted in athletic/physical education facilties.

INTRAMURAL ATHLETICS

Formally organized athletic activities which involve competition of teams and/or individuals who are students of the same institution. Intramural athletics is one of the four categories of activities commonly conducted in athletic/physical education facilities.

INTRAINSTITUTIONAL PLANNING AND MANAGEMENT (IIMP)

A project involved with the identification of the basic information appropriate for planning and management at avarious levels within the institution; the suggestion of methods of interrelating various decisions and types of information over time; and the suggestion of appropriate analysis and applications of the above information.

LENGTH OF SERVING PERIOD

The length of time a dining facility is scheduled for use in serving a meal.

MANPOWER ACCOUNTING MANUAL (MAM)

The definition and categorization of personnel resource measures and the development of procedures for lodging these measures.

MANPOWER ACCOUNTING STRUCTURE

A two-dimensional matrix for classifying employee assignment by occupational activity and institutional program function.

MANPOWER ASSIGNMENT CLASSIFICATION

Principles and procedures for classifying employee activities on the basis of FTE assignment to institutional programs.

OCCUPATIONAL ACTIVITY CATEGORY

A category of the manpower accounting structure which identifies assignment with one of seven broad occupational groups.

OFFICE LANDSCAPING

A design technique for office space which is intended to provide flexible office spaces by omitting partitioning. Visual privacy is obtained through the

strategic arrangement of furniture such as bookcases, room dividers, and planters.

OUTCOMES PROJECT

The development of structures, measures, procedures, and analyses appropriate for including the outcomes and impacts of postsecondary education in the postsecondary education planning and management process at the institutional, State, and Federal levels.

PERSONNEL

The personnel of an institution includes the body of persons employed.
- The staff of an institution
- The office that manages personnel activities
- A type of operating expenditure in the financial records

PHYSICAL EDUCATION CLASSES

Formally organized, scheduled, physical education instruction activities. Physical education classes represent one of the four categories of activities commonly conducted in athletic/physical education facilities.

PRIMARY PROGRAMS

Primary programs contain the activities directly related to the accomplishment of the missions of higher education.

PROGRAM

A set of activities which, operating collectively, achieve a well-defined objective or set of objectives of the organization, often within a specified time frame. These activities may be described in terms of the resources, technologies, and policies which, through their integrated operation, produce goods or services which are of value to the organization because they contribute to the achievement of the objective or set of objectives.

PROGRAM ANALYSIS

The investigation of the historical relationships between selected variables or phenomena (e.g., the relationship between weekly student hours and weekly faculty contact hours). The investigation of those relationships which are particularly relevant to the program planning process.

PROGRAM BUDGETING

A resource allocation technique which facilitates the organization and identification of the activities of an institution in terms of its objectives, displays

the cost of these activities over an extended time frame, and relates these activities and their costs to the outputs of the institution's programs.

PROGRAM CATEGORY

An aggregation of program elements which may be used to sum related program elements across program lines. For the purposes of the *Facilities Inventory Classification Manual*, a classification of similar or related activities by discipline area or major function.

PROGRAM CLASSIFICATION STRUCTURE (PCS)

A system which categorized the activities of an organization in a program-oriented framework that relates these activities to organizational objectives.

PROGRAM DATA

Data regarding such things are courses, students, and instructional loads which must be available before planning procedures can be implemented.

PROGRAM DEFINITION

The development of a proposed set of courses of action (the means) by which the desired ends (objectives) can be achieved. As related to the comprehensive planning process, program definition involves the development of a comprehensive set of planning assumptions and guiidelines upon which the projections are based.

PROGRAM ELEMENT

A discrete management unit that may be thought of as a collection of resources, technologies, and policies that through integrated operation produce goods or services (i.e., an output) of value to the organization because they contribute to the achievement of an institutional objective.

PROGRAM MEASURES

Quantitative indicators of the resources utilized, the activity levels generated, the groups served and benefitted, the expenditures incurred, the revenues generated, and the outcomes achieved by programs and program elements. These program measures fall into six major groups, as follows.

Resource Measures
Measures of the physical and human resources utilized during a stated time period. Resource measures are expressed only in nonmonetary terms, i.e., physical units. Subgroups of resource measures are:

- Personnel
- Facilities
- Equipment
- Supplies and Services

Financial Measures
Measures that reflect the expenditures of dollars for physical and human resources utilized at a specified level of activity during a stated time period. Financial measures also indicate the source of funds expended. Subgroups of financial measures are:

- Revenues
- Expenditures

Target and Beneficiary Group Measures
Measures that identify and describe the groups to be served by, and the groups that benefit from program activities during a stated time period. The measures can be expressed in absolute numbers, percentages, or descriptive terminology. Such measures are, for example, specific categories of students, faculty, or segments of the community.

Activity Measures
Measures reflecting the level and type of operations carried on during a stated time period. For example, an activity measure in an instructional program is the number of weekly student contact hours generated; for a student services program an activity measure is the number of meals served; an activity measure for a personnel service program is the number of job applications processed or the number of new employees hired; and an activity measure for a custodial service program is the number of square feet maintained.

Outcome Measures
Measures that quantitatively express the outcomes achieved or the products generated by the activities of a program during a stated period of time. Examples of outcome measures for an instructional program are the numbers of degrees or certificates granted and the number of program completions. An organized research program may have such outcome measures as patents awarded, number and type of publications produced, and awards received.

PROGRAM PLANNING

The process by which those data necessary to estimate the amounts of resources required to implement a course of action (a program) are derived. The application of the set of planning assumptions in order to calculate those factors which can be converted into terms of resource requirements. The

estimation of such things as instructional loads to be placed on each of the academic departments, the number of each type of staff required to carry out the programs, distributions of classroom section sizes, etc.

PROGRAM STRUCTURE

A classification system which categorizes the activities of an organization according to their relationship to the organization's objectives.

PUBLIC SERVICE PROGRAM

Programs within the institution which provide outputs directed toward the benefit of the community or individuals residing within the geographic service area of the institution.

RESEARCH FACULTY

Faculty employees of the institution assigned to activities within the organized research program.

SCHEDULE OF COURSES

A publication or compilation containing information about the courses to be offered during a given term including such information as place of meeting, days and hours of meeting, and course credit value.

SITE PLANNING

The process by which the map of an institution's campus is revised to reflect the appearance of projected new buildings, other physical facilities and landscaping, and the disappearance of any buildings scheduled for demolition. The process of determining the locations for buildings and other facilities taking into consideration such things as functional relationships with other facilities, vehicular and pedestrian traffic flow, utilities requirements, and locations, aesthetics, etc.

SPACE MANAGEMENT

The process by which existing facilities are allocated to current programs (or organizational units), usually through application of detailed planning and programming methodologies.

STAFF

All the employees of an institution, including faculty.

SUPPORT STAFF

All employees in nonacademic departments and all employees in academic departments except instructional staff and research and public service professionals who have the equivalent of faculty appointments.

VOLUME

A physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paper bound, which has been classified, catalogued, and/or made ready for use, including bound periodical volumes.

APPENDICES

Appendix A

Abbreviations

A.A.	Associate in Arts
ACT	American College Testing Examination
ADP	Automatic Data Processing
A.S.	Associate in Science
ASF	Assignable Square Feet
AvRUR	Average Room Utilization Rate
AvSOR	Average Station Occupancy Ratio
AvSS	Average Section Size
AvSUR	Average Station Utilization Rate
B.A.	Bachelor of Arts
B.D.	Bachelor of Divinity
B.S.	Bachelor of Science
CEEB	College Entrance Examination Board
CFP	Cost Finding Principles
CUPA	College and University Personnel Association
CWSP	College Work-Study Program
da	day
D.D.S.	Doctor of Dental Surgery
DED	Data Element Dictionary
D.M.D.	Doctor of Dental Medicine
D.S.C.	Doctor of Surgical Chiropody
D.V.M.	Doctor of Veterinary Medicine
EDED	Education Data Elements Dictionary
E.E.D.	Doctor of Electrical Engineering
e.g.	for example
EOG	Educational Opportunity Grant
FAA	Faculty Activity Analysis
FCH	Faculty Contact Hours
FICA	Federal Insurance Contributions Act (social security)
FICM	Facilities Inventory and Classification Manual
FICE	Federal Interagency Committee on Education
FTE	Full-Time Equivalent
GED	General Equivalence Diploma
GPA	Grade Point Average

GSF	Gross Square Feet
HEFM	Higher Education Finance Manual
HEGIS	Higher Educational General Information Survey
IAvSS	Imputed Average Section Size
I.D.#	Identification Number
IEP	Information Exchange Procedures
IIPM	Intra-Institutional Planning and Management
IRUR	Imputed Room Utilization Rate
ISOR	Imputed Station Occupancy Rate
ISUR	Imputed Station Utilization Rate
IWRH	Imputed Weekly Room Hours
IWRHC	Imputed Weekly Room Hour Capacity
IWSH	Imputed Weekly Student Hours
J.D.	Juris Doctor
L.L.B.	Bachelor or Law and Letters
M.A.	Master of Arts
MAM	Manpower Accounting Manual
M.D.	Doctor of Medicine
M.Ed.	Master of Education
MIS	Management Information Systems
M.S.	Master of Science
mo	month
N	Number
NCES	National Center for Educational Statistics
NCHEMS	National Center for Higher Education Management Systems
NDEA	National Defense Education Act
NDSL	National Direct Student Loan (previously referred to as National Defense Student Loan)
NEBHE	New England Board of Higher Education
NSF	National Science Foundation
O.D.	Doctor of Optometry, Doctor of Osteopathy
PCS	Program Classification Structure
Ph.D.	Doctor of Philosophy
Pod.D.	Doctor of Podiatry
R	Number of Rooms
ROTC	Reserve Officers Training Corps
RUR	Room Utilization Rate

SACC	Southern Association of Colleges and Schools
SAT	Scholastic Aptitude Test
SC	Station Count
SCH	Student Credit Hours
SOR	Station Occupancy Rate
SREB	Southern Regional Education Board
SS	Section Size
SUR	Station Utilization Rate
TACTICS	Technical Assistance Consortium to Improve College Services
TIAA	Teacher's Insurance Annuity of America
TOEFL	Testing of English as a Foreign Language
UNCF	United Negro College Fund
WCH	Weekly Contact Hours
WICHE	Western Interstate Commission for Higher Education
WRH	Weekly Room Hours
WRCHC	Weekly Room Hours Capacity
WSH	Weekly Student Hour
WSHC	Weekly Student Hour Capacity
yr	year

Appendix B

The HEGIS Taxonomy [1]

In view of the length and comprehensive nature of the *Taxonomy of Instructional Programs*, it may sometimes be difficult to locate the appropriate reporting title for a specific instructional program. To facilitate the location process, a summary list of the program categories (discipline categories) is shown below.

PROGRAM (DISCIPLINE) CATEGORIES

(Conventional academic subdivisions of knowledge and training)

Code	
0000	GENERAL
0100	AGRICULTURE and NATURAL RESOURCES
0200	ARCHITECTURE and ENVIRONMENTAL DESIGN
0300	AREA STUDIES
0400	BIOLOGICAL SCIENCES
0500	BUSINESS and MANAGEMENT
0600	COMMUNICATIONS
0700	COMPUTER and INFORMATION SCIENCES
0800	EDUCATION
0900	ENGINEERING
1000	FINE and APPLIED ARTS
1100	FOREIGN LANGUAGES
1200	HEALTH PROFESSIONS
1300	HOME ECONOMICS
1400	LAW
1500	LETTERS
1600	LIBRARY SCIENCE
1700	MATHEMATICS
1800	MILITARY SCIENCES
1900	PHYSICAL SCIENCES
2000	PSYCHOLOGY
2100	PUBLIC AFFAIRS and SERVICES
2200	SOCIAL SCIENCES
2300	THEOLOGY
4900	INTERDISCIPLINARY STUDIES

[1]Source: Robert A. Huff and Marjorie O. Chandler, *A Taxonomy of Instructional Programs in Higher Education* (Washington, D.C.: National Center for Educational Statistics, Office of Education, 1970).

(Technological and occupational specialties related to curriculums leading to associate degrees and other awards below the baccalaureate)

Code

5000 BUSINESS and COMMERCE TECHNOLOGIES
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
5300 MECHANICAL and ENGINEERING TECHNOLOGIES
5400 NATURAL SCIENCE TECHNOLOGIES
5500 PUBLIC SERVICE RELATED TECHNOLOGIES

An alphabetical listing of all program subcategories (discipline categories) follows. Note that a few modifications have been made to adapt this list to use for facilities inventory. This section is included for purposes of definition to indicate which specific program subcategories are included in each program category. Institutions may wish to code at this level of detail for their own internal management purposes.

PROGRAM (DISCIPLINE) SUBCATEGORIES

0000 GENERAL

0100 AGRICULTURE AND NATURAL RESOURCES

0101 Agriculture, General
0102 Agronomy (Field Crops, and Crop Management)
0103 Soils Science (Management and Conservation)
0104 Animal Science (Husbandry)
0105 Dairy Science (Husbandry)
0106 Poultry Science
0107 Fish, Game, and Wildlife Management
0108 Horticulture (Fruit and Vegetable Production)
0109 Ornamental Horticulture (Floriculture, Nursery Science)
0110 Agricultural and Farm Management
0111 Agricultural Economics
0112 Agricultural Business
0113 Food Science and Technology
0114 Forestry
0115 Natural Resources Management
0116 Agriculture and Forestry Technologies
0117 Range Management
0199 Other, Specify

0200 ARCHITECTURE AND ENVIRONMENTAL DESIGN

0201 Environmental Design, General
0202 Architecture
0203 Interior Design
0204 Landscape Architecture
0205 Urban Architecture
0206 City, Community, and Regional Planning
0299 Other, Specify

0300 AREA STUDIES

0301 Asian Studies, General
0302 East Asian Studies
0303 South Asian (India, etc.) Studies
0304 Southeast Asian Studies
0305 African Studies
0306 Islamic Studies
0307 Russian and Slavic Studies
0308 Latin American Studies
0309 Middle Eastern Studies
0310 European Studies, General
0311 Eastern European Studies
0312 West European Studies
0313 American Studies
0314 Pacific Area Studies
0399 Other, Specify

0400 BIOLOGICAL SCIENCES

0401 Biology, General
0402 Botany, General
0403 Bacteriology
0404 Plant Pathology
0405 Plant Pharmacology
0406 Plant Physiology
0407 Zoology, General
0408 Pathology, Human and Animal
0409 Pharmacology, Human and Animal
0410 Physiology, Human and Animal
0411 Microbiology
0412 Anatomy
0413 Histology
0414 Biochemistry
0415 Biophysics
0416 Molecular Biology
0417 Cell Biology (Cytology, Cell Physiology)
0418 Marine Biology
0419 Biometrics and Biostatistics
0420 Ecology

0421 Entomology
0422 Genetics
0423 Radiobiology
0424 Nutrition, Scientific
(exclude Nutrition on Home Economics and Dietetics)
0425 Neurosciences
0426 Toxicology
0427 Embryology
0499 Other, Specify

0500 BUSINESS AND MANAGEMENT

0501 Business and Commerce, General
0502 Accounting
0503 Business Statistics
0504 Banking and Finance
0505 Investments and Securities
0506 Business Management and Administration
0507 Operations Research
0508 Hotel and Restaurant Management
0509 Marketing and Purchasing
0510 Transportation and Public Utilities
0511 Real Estate
0512 Insurance
0513 International Business
0514 Secretarial Studies
0515 Personnel Management
0516 Labor and Industrial Relations
0517 Business Economics
0599 Other, Specify

0600 COMMUNICATIONS

0601 Communications, General
0602 Journalism (Printed Media)
0603 Radio/TV
0604 Advertising
0605 Communication Media
(use of videotape, film, etc., oriented specifically toward radio/TV)
0699 Other, Specify

0700 COMPUTER AND INFORMATION SCIENCES

0701 Computer and Information Sciences, General
0702 Information Sciences and Systems
0703 Data Processing
0704 Computer Programming
0705 Systems Analysis
0799 Other, Specify

0800 EDUCATION

- 0801 Education, General
- 0802 Elementary Education, general
- 0803 Secondary Education, general
- 0804 Junior high school education
- 0805 Higher education, general
- 0806 Junior and community college education
- 0807 Adult and continuing education
- 0808 Special education, general
- 0809 Administration of special education
- 0810 Education of the mentally retarded
- 0811 Education of the gifted
- 0812 Education of the deaf
- 0813 Education of the culturally disadvantaged
- 0814 Education of the visually handicapped
- 0815 Speech correction
- 0816 Education of the emotionally disturbed
- 0817 Remedial education
- 0818 Special learning disabilities
- 0819 Education of the physically handicapped
- 0820 Education of the multiple handicapped
- 0821 Social foundations (history and philosophy of education)
- 0822 Educational psychology (include learning theory)
- 0823 Pre-elementary education (kindergarten)
- 0824 Educational statistics and research
- 0825 Educational testing, evaluation, and measurement
- 0826 Student personnel (counseling and guidance)
- 0827 Educational administration
- 0828 Educational supervision
- 0829 Curriculum and instruction
- 0830 Reading education (methodology and theory)
- 0831 Art education (methodology and theory)
- 0832 Music education (methodology and theory)
- 0833 Mathematics education (methodology and theory)
- 0834 Science education (methodology and theory)
- 0835 Physical education
- 0836 Driver and safety education
- 0837 Health education (include family life education)
- 0838 Business, commerce, and distributive education
- 0839 Industrial arts, vocational, and technical education
- 0899 Other, specify

0900 ENGINEERING

- 0901 Engineering, General
- 0902 Aerospace, Aeronautical, and Astronautical Engineering
- 0903 Agricultural Engineering
- 0904 Architectural Engineering
- 0905 Bioengineering and Biomedical Engineering
- 0906 Chemical Engineering (include Petroleum refining)
- 0907 Petroleum Engineering (exclude Petroleum refining)
- 0908 Civil, Construction, and Transportation Engineering
- 0909 Electrical, Electronics, and Communications Engineering
- 0910 Mechanical Engineering
- 0911 Geological Engineering
- 0912 Geophysical Engineering
- 0913 Industrial and Management Engineering
- 0914 Metallurgical Engineering
- 0915 Materials Engineering
- 0916 Ceramic Engineering
- 0917 Textile Engineering
- 0918 Mining and Mineral Engineering
- 0919 Engineering Physics
- 0920 Nuclear Engineering
- 0921 Engineering Mechanics
- 0922 Environmental and Sanitary Engineering
- 0923 Naval Architecture and Marine Engineering
- 0924 Ocean Engineering
- 0925 Engineering Technologies
- 0999 Other, Specify

1000 FINE AND APPLIED ARTS

- 1001 Fine Arts, General
- 1002 Art (Painting, Drawing, Sculpture)
- 1003 Art History and Appreciation
- 1004 Music (Performing, Composition, Theory)
- 1005 Music (Liberal Arts Program)
- 1006 Music History and Appreciation (Musicology)
- 1007 Dramatic Arts
- 1008 Dance
- 1009 Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry, Metalsmithing, Interior Decoration, Commercial Art)

1010 Cinematography
1011 Photography
1099 Other, Specify

1100 FOREIGN LANGUAGES

1101 Foreign Languages, General
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese
1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian Languages
1115 Slavic Languages (other than Russian)
1116 African Languages (non-Semitic)
1199 Other, Specify

1200 HEALTH PROFESSIONS

1201 Health Professions, General
1202 Hospital and Health Care Administration
1203 Nursing
1204 Dentistry
1205 Dental Specialties
1206 Medicine
1207 Medical Specialties
1208 Occupational Therapy
1209 Optometry
1210 Osteopathic Medicine
1211 Pharmacy
1212 Physical Therapy
1213 Dental Hygiene
1214 Public Health
1215 Medical Record Librarianship
1216 Podiatry or Podiatric Medicine
1217 Biomedical Communication
1218 Veterinary Medicine
1219 Veterinary Medicine Specialties
1220 Speech Pathology and Audiology
1221 Chiropractic
1222 Clinical Social Work
1223 Medical Laboratory Technologies

1224 Dental Technologies
1225 Radiologic Technologies
1299 Other, Specify

1300 HOME ECONOMICS
1301 Home Economics, General
1302 Home Decoration and Home Equipment
1303 Clothing and Textiles
1304 Consumer Economics and Home Management
1305 Family Relations and Child Development
1306 Foods and Nutrition (include Dietetics)
1307 Institutional Management and Cafeteria Management
1399 Other, Specify

1400 LAW
1401 Law, General
1499 Other, Specify

1500 LETTERS
1501 English, General
1502 Literature, English
1503 Comparative Literature
1504 Classics
1505 Linguistics (include Phonetics, Semantics, and Philology)
1506 Speech, Debate, and Forensic Science (Rhetoric and Public Address)
1507 Creative Writing
1508 Teaching of English as a Foreign Language
1509 Philosophy
1510 Religious Studies (exclude Theological Professions)
1599 Other, Specify

1600 LIBRARY SCIENCE
1601 Library Science, General
1699 Other, Specify

1700 MATHEMATICS
1701 Mathematics, General
1702 Statistics, Mathematical and Theoretical
1703 Applied Mathematics
1799 Other, Specify

1800 MILITARY SCIENCES
1801 Military Science (Army)

1802 Naval Science (Navy, Marines)
1803 Aerospace Science (Air Force)
1899 Other, Specify

1900 PHYSICAL SCIENCES

1901 Physical Sciences, General
1902 Physics, General (exclude Biophysics)
1903 Molecular Physics
1904 Nuclear Physics
1905 Chemistry, General (exclude Biochemistry)
1906 Inorganic Chemistry
1907 Organic Chemistry
1908 Physical Chemistry
1909 Analytical Chemistry
1910 Pharmaceutical Chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric Sciences and Meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and Seismology
1917 Earth Sciences, General
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, Specify

2000 PSYCHOLOGY

2001 Psychology, General
2002 Experimental Psychology (animal and human)
2003 Clinical Psychology
2004 Psychology for Counseling
2005 Social Psychology
2006 Psychometrics
2007 Statistics in Psychology
2008 Industrial Psychology
2009 Developmental Psychology
2010 Physiological Psychology
2099 Other, Specify

2100 PUBLIC AFFAIRS AND SERVICES

2101 Community Services, General
2102 Public Administration
2103 Parks and Recreation Management
2104 Social Work and Helping Services (other than Clinical Social Work)

2105 Law Enforcement and Corrections
2106 International Public Service (other than Diplomatic Service)
2199 Other, Specify

2200 SOCIAL SCIENCES
2201 Social Sciences, General
2202 Anthropology
2203 Archeology
2204 Economics
2205 History
2206 Geography
2207 Political Science and Government
2208 Sociology
2209 Criminology
2210 International Relations
2211 Afro-American (Black Culture) Studies
2212 American Indian Cultural Studies
2213 Mexican-Indian Cultural Studies
2214 Urban Studies
2215 Demography
2299 Other, Specify

2300 THEOLOGY
2301 Theological Professions, General
2302 Religious Music
2303 Biblical Languages
2304 Religious Education
2399 Other, Specify

4900 INTERDISCIPLINARY STUDIES
4901 General Liberal Arts and Sciences
4902 Biological and Physical Sciences
4903 Humanities and Social Sciences
4904 Engineering and Other Disciplines
4999 Other, Specify

5000 BUSINESS AND COMMERCE TECHNOLOGIES
5001 Business and Commerce Technologies, General
5002 Accounting Technologies
5003 Banking and Finance Technologies
5004 Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
5005 Secretarial Technologies (include Office Machines Training)

5006 Personal Service Technologies (Stewardess, Cosmetologist, etc.)
5007 Photography Technologies
5008 Communication and Broadcasting Technologies (Radio/TV, Newspapers)
5009 Printing and Lithography Technologies
5010 Hotel and Restaurant Management Technologies
5011 Transportation and Public Utility Technologies
5012 Applied Arts, Graphic Arts, and Fine Arts Technologies (include advertising design)
5099 Other, Specify

5100 DATA PROCESSING TECHNOLOGIES

5101 Data Processing Technologies, General
5102 Key Punch Operator and Other Input Preparation Technologies
5103 Computer Programmer Technologies
5104 Computer Operator and Peripheral Equipment Operation Technologies
5105 Data Processing Equipment Maintenance Technologies
5199 Other, Specify

5200 HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES

5201 Health Services Assistant Technologies, General
5202 Dental Assistant Technologies
5203 Dental Hygiene Technologies
5204 Dental Laboratory Technologies
5205 Medical or Biological Laboratory Assistant Technologies
5206 Animal Laboratory Assistant Technologies
5207 Radiologic Technologies (X-Ray, etc.)
5208 Nursing R.N. (less than 4-year program)
5209 Nursing, Practical (L.P.N. or L.V.N.--less than 4-year program)
5210 Occupational Therapy Technologies
5211 Surgical Technologies
5212 Optical Technologies (include Ocular Care, Ophthamic, Optometric Technologies)
5213 Medical Record Technologies
5214 Medical Assistant and Medical Office Assistant Technologies
5215 Inhalation Therapy Technologies

5216 Psychiatric Technologies (include Mental Health Aide Programs)
5217 Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
5218 Institutional Management Technologies (Rest Home, etc.)
5219 Physical Therapy Technologies
5299 Other, Specify

5300 MECHANICAL AND ENGINEERING TECHNOLOGIES

5301 Mechanical and Engineering Technologies, General
5302 Aeronautical and Aviation Technologies
5303 Engineering Graphics (Tool and Machine Drafting and Design)
5304 Architectural Drafting Technologies
5305 Chemical Technologies (include Plastics)
5306 Automotive Technologies
5307 Diesel Technologies
5308 Welding Technologies
5309 Civil Technologies (Surveying, Photogrammetry, etc.)
5310 Electronics and Machine Technologies (TV, Appliance, Office Machine Repair, etc.)
5311 Electromechanical Technologies
5312 Industrial Technologies
5313 Textile Technologies
5314 Instrumentation Technologies
5315 Mechanical Technologies
5316 Nuclear Technologies
5317 Construction and Building Technologies (Carpentry, Electrical Work, Plumbing, Sheet Metal, Air Conditioning, Heating, etc.)
5399 Other, Specify

5400 NATURAL SCIENCE TECHNOLOGIES

5401 Natural Science Technologies, General
5402 Agriculture Technologies (include Horticulture)
5403 Forestry and Wildlife Technologies (include Fisheries)
5404 Food Services Technologies
5405 Home Economics Technologies
5406 Marine and Oceanographic Technologies
5407 Laboratory Technologies, General

5408 Sanitation and Public Health Inspection Technologies (Environmental Health Technologies)
5499 Other, Specify

5500 PUBLIC SERVICE RELATED TECHNOLOGIES

5501 Public Service Technologies, General
5502 Bible Study or Religion-Related Occupations
5503 Education Technologies (Teacher Aide and 2-year Teacher Training Programs)
5504 Library Assistant Technologies
5505 Police, Law Enforcement, Corrections Technologies
5506 Recreation and Social Work Related Technologies
5507 Fire Control Technology
5508 Public Administration and Management Technologies
5599 Other, Specify

Alphabetical Listing of HEGIS Discipline Specialities

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied Design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003

Asian studies, general 0301
Astronautical engineering 0902
Astronomy 1911
Astrophysics 1912
Atmospheric sciences 1913
Audiology 1220

Bacteriology 0403
Banking 0504
Biblical languages 2303
Biochemistry 0414
Bioengineering 0905
Biological and physical sciences (interdisciplinary) 4902
Biology, cellular 0417
Biology, general 0401
Biology, marine 0418
Biology, molecular 0416
Biomedical communication 1217
Biomedical engineering 0905
Biometrics 0419
Biophysics 0415
Biostatistics 0419
Black culture studies 2211
Botany, general 0402
Business administration 0506
Business, agricultural 0112
Business economics 0517
Business education 0838
Business, general 0501
Business, international 0513
Business management 0506
Business statistics 0503

Cafeteria management 1307
Catalan 1199
Cell biology 0417
Cell physiology 0417
Ceramic engineering 0916
Ceramics 1009
Chemical engineering 0906
Chemistry, general 1905
Child development 1305
Chinese 1107
Chiropractic 1221
Cinematography 1010
City planning 0206
Civil engineering 0908

Classics 1504
Clinical psychology 2003
Clinical social work 1222
Clothing 1303
Commerce education 0838
Commerce, general 0501
Commercial art 1009
Communication media 0605
Communications, general 0601
Communications engineering 0909
Community college education 0806
Community planning 0206
Community services, general 2101
Comparative literature 1503
Computer programming 0704
Computer sciences, general 0701
Construction engineering 0908
Consumer economics 1304
Continuing education 0807
Corrections 2105
Counseling, Educational 0826
Counseling, psychology for 2004
Creative writing 1507
Criminology 2209
Crop management 0102
Curriculum 0829
Cytology 0417

Dairy sciences 0105
Dance 1008
Danish 1114
Data processing 0703
Debate 1506
Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302

Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language 1508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504

Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113
Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 0114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Health care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Japanese 1108
Jewelry 1009
Journalism 0602
Junior college education 0806
Junior high school education 0804

Kindergarten education 0823
Korean 1199

Labor relations 0516
Landscape architecture 0204
Latin 1109
Latin American studies 0308
Law enforcement 2105
Law, general 1401
Learning theory 0822
Liberal arts and sciences (interdisciplinary) 4901
Library science, general 1601
Limnology 0499
Linguistics 1505
Literature, comparative 1503
Literature, English 1502

Management, business 0506

Management, engineering 0913
Marine biology 0418
Marine engineering 0923
Marketing 0509
Materials engineering 0915
Mathematics, applied 1703
Mathematics, education 0833
Mathematics, general 1701
Mathematics, statistics 1702
Mechanical engineering 0910
Medical laboratory technologies 1223
Medical record librarianship 1215
Medical specialties 1207
Medicine, M.D. degree 1206
Metallurgical engineering 0914
Metallurgy 1920
Metalsmithing 1009
Meteorology 1913
Mexican-American cultural studies 2213
Microbiology 0411
Middle Eastern studies 0309
Military science 1801
Mineral engineering 0918
Mining engineering 0918
Molecular biology 0416
Molecular physics 1903
Music (liberal arts program) 1005
Music appreciation 1006
Music, composition 1004
Music education 0832
Music history 1006
Music, performing 1004
Music, theory 1004
Musicology 1006

Natural resources management 0115
Naval architecture 0923
Naval science 1802
Neurosciences 0425
Norwegian 1114
Nuclear engineering 0920
Nuclear physics 1904
Nursery science 0109
Nursing (baccalaureate and higher programs) 1203
Nutrition, scientific 0424

Occupational therapy 1208

Ocean engineering 0924
Oceanography 1919
Operations research 0507
Optometry 1209
Organic chemistry 1907
Ornamental horticulture 0109
Ornithology 0499
Osteopathic medicine, D.O. degree 1210

Pacific area studies 0314
Painting 1002
Paleontology 1918
Parasitology 0499
Park management 2103
Pathology, animal 0408
Pathology, human 0408
Pathology, plant 0404
Personnel management 0515
Petroleum engineering 0907
Petroleum refining 0906
Pharmaceutical chemistry 1910
Pharmacology, animal 0409
Pharmacology, human 0409
Pharmacology, plant 0405
Pharmacy 1211
Philology 1505
Philosophy 1509
Philosophy of education 0821
Phonetics 1505
Photography 1011
Physical chemistry 1908
Physical education 0835
Physical sciences, general 1901
Physical therapy 1212
Physics, general 1902
Physiological psychology 2010
Physiology, animal 0410
Physiology, human 0410
Physiology, plant 0406
Plant pathology 0404
Plant pharmacology 0405
Plant physiology 0406
Podiatry 1216
Political Science 2207
Poultry science 0106
Pre-elementary education 0803
Programming, computer 0704

Psychology, clinical 2003
Psychology for counseling 2004
Psychology, developmental 2009
Psychology, education 0822
Psychology, general 2001
Psychology, industrial 2008
Psychology, physiological 2010
Psychology, social 2005
Psychometrics 2006
Public address 1506
Public administration 2102
Public health 1214
Public utilities 0510
Purchasing 0509

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817
Restaurant management 0508
Rhetoric 1506
Russian 1106
Russian studies 0307

Safety education 0836
Sanitary engineering 0922
Sanskrit 1199
Scandinavian languages 1114
Science education 0834
Sculpture 1002
Secondary education, general 0803
Secretarial studies 0514
Securities 0505
Seismology 1916
Semantics 1505
Slavic languages (other than Russian) 1115
Slavic studies 0307
Social foundations of education 0821
Social sciences, general 2201

Social psychology 2005
Social work 2104
Sociology 2208
Soil conservation 0103
Soil management 0103
Soil science 1013
South Asian studies 0303
Southeast Asian studies 0304
Spanish 1105
Special education, general 0808
Speech learning disabilities 0818
Speech 1506
Speech correction 0815
Speech pathology 1220
Statistics, mathematical and theoretical 1702
Statistics in psychology 2007
Student personnel 0826
Swedish 1114
Systems analysis 0705
Systems, information 0702

Teaching of English as a foreign language 1508
Technical education 0839
Television 0603
Textile design 1009
Textile engineering 0917
Textiles, home economics 1303
Theological professions, general 2301
Toxicology 0426
Transportation 0510
Transportation engineering 0908

Urban architecture 0205
Urban studies 2114

Vegetable production 0108
Veterinary medicine, D.V.M. degree 1218
Veterinary medicine specialties 1219
Vietnamese 1199
Vocational education 0839

Weaving 1009
West European studies 0312
Wildlife management 0107
Writing, creative 1507

Zoology, general 0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer program technologies	5103
Construction technologies	5317
Corrections technologies	5305
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202

Dental hygiene technologies 5203
Dental laboratory technologies 5204
Diesel technologies 5307
Distribution technologies 5004
Drafting, architectural 5304

Education technologies 5503
Electrician technologies 5317
Electrodiagnostic technologies 5217
Electromechanical technologies 5311
Electronics and machine technologies 5310
Engineering graphics 5303
Engineering technologies, general 5301
Environmental health technologies 5408

Finance technologies 5003
Fine arts technologies 5012
Fire control technology 5507
Fisheries technologies 5403
Food services technologies 5404
Forestry technologies 5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310
Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

Appendix C

Religious Affiliation of Institutions

Advent Christian Church
African Methodist Episcopal
African Methodist Episcopal Zion Church
American Baptist
American Evangelical Lutheran Zion Church
American Lutheran
American Lutheran and Lutheran Church in America
American Missionary Association
Assemblies of God Church
Baptist
Brethren Church
Brethren in Christ Church
Christian and Missionary Alliance Church
Christian Church (Disciples of Christ)
Christian Methodist Episcopal
Christian Reformed Church
Church of Christ
Church of God
Church of God in Christ
Church of New Jerusalem
Church of the Brethren
Church of the Nazarene
Cumberland Presbyterian
Evangelical and Reformed Church
Evangelical Congregational Church
Evangelical Covenent Church of America
Evangelical Free Church of America
Evangelical Lutheran Church
Evangelical United Bretheren
Free Methodist
Free Will Baptist Church
Friends
Friends United Meeting
General Conference Mennonite Church
Greek Orthodox
Interdenominational
Jewish
Latter-Day Saints
Lutheran Church in America

Lutheran Church - Missouri Synod
Mennonite Brethren Church
Mennonite Church
Moravian Church
Multiple Protestant denominations
North American Baptist
Other Protestant
Pentecostal Holiness Church
Presbyterian, U.S.
Presbyterian, U.S. and United Presbyterian, U.S.A.
Protestant Episcopal
Reformed Church in America
Reformed Episcopal Church
Reformed Presbyterian Church
Reorganized Latter-Day Saints Church
Roman Catholic
Russian Orthodox
Seventh-Day Adventists
Seventh-Day Baptist Church
Southern Baptist
Undenominational
Unitarian Universalist
United Brethren Church
United Christian Missionary Society
United Church of Christ
United Lutheran Church
United Methodist
United Missionary Church
United Presbyterian, U.S.A.
Wesleyan Church
Wisconsin Evangelical Lutheran Synod
Young Men's Christian Association
Other

Appendix D

ROOM DATA DEFINITIONS AND CODES

STANDARD ROOM USE CATEGORIES

Summary

ASSIGNABLE AREA

100 CLASSROOM FACILITIES

- 110 Classroom
- 115 Classroom Service

200 LABORATORY FACILITIES

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Special Class Laboratory
- 225 Special Class Laboratory Service
- 230 Individual Study Laboratory
- 235 Individual Study Laboratory Service
- 250 Non-Class Laboratory
- 255 Non-Class Laboratory Service

300 OFFICE FACILITIES

- 310 Office
- 315 Office Service
- 350 Conference Room (Office Related)
- 355 Conference Room Service (Office Related)

400 STUDY FACILITIES

- 410 Reading/Study Room
- 420 Stack
- 430 Open Stack Reading Room
- 440 Processing Room
- 455 Study Service

500 SPECIAL USE FACILITIES

510 Armory
515 Armory Service

520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service

530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service

540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)

550 Demonstration
555 Demonstration Service

560 Field Building

570 Animal Quarters
575 Animal Quarters Service

580 Greenhouse
585 Greenhouse Service

590 Other (All Purpose)

600 GENERAL USE FACILITIES

610 Assembly
615 Assembly Service

620 Exhibition
625 Exhibition Service

630 Food Facilities
635 Food Facilities Service

650 Lounge
655 Lounge Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation
675 Recreation Service

680 Meeting Room (See also 350)
685 Meeting Room Service

690 Locker Room

700 SUPPORTING FACILITIES

710 Data Processing/Computer
715 Data Processing/Computer Service

720 Shop
725 Shop Service

730 Storage
735 Storage Service

740 Vehicle Storage Facility
745 Vehicle Storage Facility Service

750 Central Food Stores

760 Central Laundry

800 HEALTH CARE FACILITIES

810 Patient Bedroom

820 Patient Bath

830 Nurse Station

840 Surgery

850 Treatment

860 Service Laboratory

870 Supplies

880 Public Waiting

895 Health Care Service

900 RESIDENTIAL FACILITIES[2]

910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath

920 Sleep/Study with Toilet/Bath

935 Sleep/Study Service

950 House

970 Apartment
975 Apartment Service

000 UNCLASSIFIED FACILITIES

050 Inactive Area[3]

060 Alteration or Conversion Area

070 Unfinished Area

NONASSIGNABLE AREA

Note: The following categories are included to complete the list of room use categories but are not recommended for collection purposes. Institutions collecting nonassignable area data may find them useful for plant management purposes. See Section IV for complete definitions and descriptions of these categories.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA

[2]In the coding of individual rooms and thus in tabulations at the 3-digit level of detail, 910 does not include 919, and 970 does not include 975. In reports tabulated at the 2-digit level, however, 910 would include 919, and 970 would include 975, just as all other XXO codes would then include the here-unlisted service categories coded XX5. (Note that the here-listed service categories coded 455, 895, and 935 are deliberately so coded, so that they will appear separately as additive items in reports tabulated at the 2-digit level of detail.)

[3]Note that an unused room which is clearly an office but not assigned to any program could be coded 310 with program code 8.1.

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